

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, January 23, 2013

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 28, 2012.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County Board (December 13, 2012).
 - b. Aging & Disability Resource Center of Brown County Personnel and Policy Committee (November 30, 2012).
 - c. Children With Disabilities Education Board (October 23 and December 11, 2012)
 - d. Human Services Board (December 13, 2012).
 - e. Veterans' Recognition Subcommittee (November 20, and December 18, 2012).

Aging and Disability Resource Center:

2. Resolution re: Change in Table of Organization – Aging and Disability Resource Center, Outreach & Benefit Program Specialist.

Health Department

3. Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Held from November meeting.*
4. Request that funds, up to \$4,000 be taken from the existing health department budget for the purpose of contracting for the services of an acoustician to research/develop draft language for a low frequency sound ordinance related to multi-sources, with a plan to come back and request an addition to the health department budget if the budget is spent down at the end of the year (original request for this funding came from the Board of Health at its January 10 meeting).
5. Director's Report.

Veterans Services/Human Services:

6. Budget Adjustment (13-02): Increase in expenses with offsetting increase in revenue.

Human Services Department

7. Request for Approval of RFP for Pharmacy Services for the Brown County Community Treatment Center, Project #1422.
8. Executive Director's Report.
9. Financial Report for Community Treatment Center and Community Programs.
10. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
11. Approval for New Non-Continuous Vendor.

Syble Hopp – No agenda items.

Other

12. Audit of bills.
13. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, November 28, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Patrick Evans, Pat La Violette, Dan Robinson, Dan Haefs
Excused: Bradley Hopp
Also Present: Brian Shoup, Tim Schmitt, Jeremy Kral, Kevin Lunog, Don Johnson, John Paul, media, other interested parties,

I. Call Meeting to Order.

The meeting was called to order by Vice Chair Robinson at 6:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Haefs, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 23, 2012.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

None.

Report from Human Services Chair, Patrick Evans

Evans stated that he had attended a meeting of the Criminal Justice Coordinating Board recently at which discussion was had regarding starting a mental health treatment court. Judge Zuidmulder will form a committee consisting of the Sheriff, Jail Commander, Human Services Director, District Attorney, Probation and Parole and others from the community to explore this. He will keep the Committee updated in this regard.

1. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County Board (October 25, 2012).
- b. Aging & Disability Resource Center of Brown County Personnel and Policy Cmte. (October 25, 2012).
- c. NE Wisconsin Family Care Board of Directors (September 7, 2012).
- d. Veterans Recognition Subcommittee (October 16, 2012).

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to suspend the rules and take Items 1 a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to receive and place on file Items 1 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. **Communication from Supervisor Sieber re: To direct the Human Services Department to work with the National Association of Counties (NACo) in promoting the NACo Prescription Discount Card Program to Brown County residents, non-profits and other Brown County Departments and to authorize the County Executive or his staff to sign Brown County up for the \$1 marketing reimbursement fee option. *Motion at September meeting: Hold until the November meeting.***

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department

3. **Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Motion at September Meeting: To send back to staff with the goal to look at different options, specific tools, and other avenues of action, and that an update from Sanimax and the Health Department be brought to the November meeting including what has been done and what steps are planned to solve the problem in the future.***

John Paul from the Health Department was in attendance and reported that they did meet with the Board of Health and the Board of Health was comfortable with the ordinance in its present form. They have had some success with four major companies that have gone through remediation. Evans stated that Supervisor Hopp asked that this be held until the next meeting as he was unable to attend this meeting and he had some ideas he would like considered.

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Don Johnson, VP of US Operations for Sanimax, addressed the Committee. He stated that he would like to update the Committee as to what Sanimax has done since the last meeting. He reported that Sanimax had hired a nationally recognized air control expert to come in and look at the air quality system they have in place. This expert spent three days in the facility and did different testing techniques on the equipment in place. As a result of this testing, six recommendations were made to improve the effectiveness of Sanimax's air quality system. They are now in the process of implementing these six suggestions. As they go through each step, they circle back with their external consultant with the results of the action and show progress that they have made. Johnson continued that based upon the six steps to implement, they should be able to complete the entire process including implementing, testing and base-lining by spring. Evans asked Johnson if he had any documentation he wished to submit for the record and Johnson stated that he will provide documentation in the next several days.

La Violette thanked Johnson for his report and the work Sanimax is doing on this issue. Robinson asked Johnson if Sanimax has met with the Health Department since the last meeting and he indicated that they have met with John Paul. Robinson asked Johnson if it was his desire that the ordinance not be changed and Johnson stated that that was his desire.

Evans stated that he appreciated the steps that have been taken and will be taken and stated that he will be interested to see the progress. Evans was disappointed, however, with how Sanimax has been over the last ten years although they have done some installments and changes and at this time he will give Sanimax the benefit of the doubt that appropriate changes will be made. He did question why Sanimax had a public relations firm at the meeting and Johnson responded that it was his understanding that the meeting was open to the public and anybody was able to attend.

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

La Violette stated that she wished to go on record saying that she felt we have an excellent Health Board made up of intelligent people with great integrity, several of whom she knows well. She felt that the Health Board takes all of these types of issues very seriously and do their homework well and she is more than willing to support the Health Board's recommendation.

Evans stated that he has also spoken with the Board of Health and they were disappointed because at the previous meeting they had reduced the ordinance to two complaints and they were disappointed with the Committee actions. The Board of Health felt that the Human Services Committee slighted them because they had done a great deal of work on this issue.

Robinson stated that no slight was intended to the Board of Health and it was his opinion that the slight would have been to reject the ordinance, but this was not done. What was asked for was more time and he felt that that request was reasonable. The intention from the meeting was to send back to staff to look for other options. He asked John Paul to relay to the Health Board that no slight nor disrespect was intended.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to place this item on the next Human Services meeting agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

4. Executive Director's Report.

Human Services Director Brian Shoup provided the Committee with background information regarding the resolution referenced as Item 5. He stated that they have been working on an alternative to the use of State corrections for juvenile offenders. An initiative has been developed which is being called an alternative protocol. It is being called an alternative protocol rather than a program because it will bring a flexible array of services that are custom made to meet the needs of juvenile offenders. Shoup continued that this is a cooperative partnership between the Human Services Department and the Sheriff's Office as well as CESA 7 and will provide local treatment dispositions using the Brown County Juvenile Detention Facility in lieu of

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incarceration at Lincoln Hills Correctional Facility. The Human Services Department is responsible for all costs whenever a juvenile is placed in a State correctional institution. Shoup believes this alternative will save approximately \$100,000 annually. Shoup continued that in order to implement this alternative, the State Statutes require a resolution by the County Board to allow placement in juvenile detention for up to three months. Currently statutes restrict the County to one month.

This has been in the works for more than a year and Shoup stated that they are excited about it and they like the fact that it is a partnership. He also stated that he has spoken with Chair Evans with a request for an introduction to the CESA 7 leadership as Evans has an affiliation with that organization. CESA 7 is one of a number of cooperative educational services around the state that serves different regions of school districts and provides a variety of services many smaller rural districts cannot provide. They also serve larger school district such as the Green Bay school district. Shoup was intrigued as to what CESA 7 may be able to offer because the education piece in providing these services to juveniles will be very important.

Shoup continued that after a number of planning sessions, they are ready to go with implementing this protocol. He explained that the monetary savings are derived in that the County is responsible for the full cost of any juvenile placed at Lincoln Hills. The County receives community based dollars from the State and has a lot of latitude as to how to spend the dollars. These dollars can be spent to cover the costs of placement at Lincoln Hills or can be spent to develop community based resources. Shoup stated that the State has cut the resources and will probably cut them further this coming biennium and he also noted that the per diems have been steadily increasing at the same time.

Robinson asked if there was a cap on the amount of time a juvenile can spend at Lincoln Hills and Shoup responded that when a court commits a juvenile to the state correctional system, Brown County loses control of the juvenile during the duration of placement. Further, the County loses control over the length of stay which averages about 12 months. What is being proposed is length of stays in the alternative program of no more than three months. Shoup wished to make it clear that implementing this initiative would not eliminate all placements at Lincoln Hills. There are some offenders that would not be appropriate candidates for this initiative but based on discussions with the stakeholders it is believed that this plan will divert anywhere from six to 12 placements per year at Lincoln Hills. Currently there are 12 or more placements per year at Lincoln Hills and this plan would cut that by approximately one half to one third.

Shoup also noted that it is important to provide services to these juvenile offenders in an attempt to prevent them from re-offending as adults. In order to do this, the families of the offenders need to be involved. One of the problems with the state correctional system is that they have had very large and increasing deficits over the years and two of the three juvenile facilities have been closed and services have been consolidated at Lincoln Hills which is located in Irma, Wisconsin, between Merrill and Tomahawk. This has created problems when it comes to providing services to families in that travel is often difficult. Shoup believes that a better job of helping these juvenile can be done by keeping them in Brown County.

La Violette applauded Shoup for coming up with the program and stated she felt it sounded excellent. Evans wished to reiterate that when Brown County loses control during juvenile

incarceration, the County still has to pay for the incarceration. He explained that one of the reasons it would be beneficial to have someone kept here rather than sent to Lincoln Hills is that sometimes juveniles can learn more detrimental behavior there due to the rest of the population. Keeping these juveniles in Brown County is typically a better environment where families and other resources are near.

Shoup continued his report by referring to his handout, a copy of which is attached. In addition to the items included in the report, Shoup indicated that there will be a child abuse and neglect summit on December 14. This came about when the child abuse and neglect numbers started rising. The summit will be attended by the Human Services Director, Human Services Committee Chair, County Executive and Mayor and there have also been more than 60 invitations sent out on a selective basis to various non-profits, schools, law enforcement, etc. This summit is being held because it is clear that even with the investments that the County Board has made in the effort to expand Human Services staff to deal with these increases, solutions still need to be found with a particular focus on prevention. It is Shoup's intent that this summit be for a working group and not a media splash.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Resolution re: To Authorize the Use of Placement in a Juvenile Detention Facility as a Disposition under Wis. Stat. § 938.34.**

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to approve. Vote taken. Ayes: Robinson, Hopp, Haefs, La Violette; Abstain: Evans. MOTION CARRIED

6. **Mental Health Clinic Waitlist Reduction Strategy.**

Director of Community Programs Jeremy Kral and CTP Clinic Support Services Unit Coordinator Kevin Lunog presented their mental health clinic waitlist reduction strategy. A copy of the strategy is attached. Kral thanked the Committee for inviting them and indicated that they had spent a lot of time discussing the wait list to see a psychiatrist. This pertains to individuals who do not have options for psychiatric care other than the County. Kral stated that Lunog had compiled the data and it was refined and put into this presentation.

Kral stated that the waiting list as it stands right now has grown a bit and they are receptive to the idea and continue to work on the idea that they can do better. Lunog added that the chart on Page 1 of the handout shows that the openings and closings are very similar and this has helped the wait list stay around the three month period. So far in 2012 there have been more admissions than discharges.

Page 2 of the handout highlights some of the strategy in how it is intended to move forward in reducing the wait list and Kral stated that Lunog has already started revising and using the time of the people on staff as effectively as possible. One of the ways this will be done is to try to reduce or eliminate cancellations and no shows. They are also looking at using a medication group because this helps to consolidate services and deliver services to more than one consumer at a time to better utilize the prescribers' time. They are also evaluating how to allocate resources that are currently available in order to get the most time available and Kral

indicated this is being done by working on strategies to utilize APNPs (advanced practice nurse practitioners) and other people capable of prescribing psychotropic medications but not with the psychiatric credentials and backgrounds. This would potentially create more hours available to serve consumers within the existing budget.

Kral stated that Page 3 of the presentation is a snapshot of the intake and initial appointments as of the current time. January and February, 2013 are already booked up and March, 2013 is almost full. Lunog pointed out that they have approximately 51 new people coming in every month and these people will need approximately 17 hours every three months down the road to come back in for medication checks. With seeing approximately 51 new people each month that require approximately 20 minutes every three months on an ongoing basis, there is about 60 hours per month of shortage based on the data available for prescriber time.

On Page 4 of the handout, it is indicated that increased provider time is anticipated in 2013 and Kral explained that this will come in the form of an APNP with psychiatric experience working in the clinic for an educational internship beginning in late summer. Lunog added that the County is lucky with the doctors that we do have and indicated that one of the part-time doctors has agreed to add another day of service to the County.

Page 5 of the packet shows a basic snapshot on what prescriber caseloads of existing staff look like. Kral stated that 2012 is different than in the past and the waiting list has grown because normally discharges and admissions of patients have tracked on a fairly similar curve but this year has been different. Robinson asked why this is and Lunog said he does not have a clear cut answer but part of it is definitely economy related and issues are more chronic and a bit worse in nature which results in clients being in treatment longer and caseloads filling up quickly.

Shoup added that one of the things that has been focused on over recent years is an emphasis on engagement skills by the provider staff. This is important to this population because engagement is so crucial as there is a tendency to drop off once the people start feeling better. Shoup stated there are a lot of resources spent on time and training with engagement skills and he felt to that extent it is a good thing in the sense that they are retaining patients who are often hard to treat.

La Violette thanked Kral and Lunog for the presentation and stated she did not find a wait time of 3.5 months to be appropriate. She asked what would be needed to get the wait down to a month and indicated that she would like them to come up with a strategy to achieve that goal.

Robinson stated that he was very pleased about the child abuse and neglect summit referred to earlier and felt that this needs to be the main focus at this time. Having said that, what he likes is local government taking a role in marshaling the forces beyond our purview because issues are always bigger than what government can deal with. He would like to know if there is a point in which the Committee can play a role in reducing the wait list. Lunog stated part of the reason they see so many people is due to the lack of resources for people with Medicaid or no insurance. Lunog stated that there is a group that gets together with various providers in the community that works together to find a way to all share in this. Robinson stated that sometimes mental health or mental illness issues are the source of a lot of other issues we must deal with in other parts of our society such as homelessness and criminal/jail issues. Robinson felt that the cost to the community of untreated mental illness is great and he wondered if there

was a way to quantify in some form or fashion the need for increased resources in the Human Services area to offset the costs incurred in other areas.

Shoup responded by saying that he believed to some extent if it were possible to take a more objective view to healthcare, and in particular the Affordable Healthcare Act, that reduces partisanship there are ways that the State of Wisconsin could be helpful. One feature of the Affordable Healthcare Act would raise eligibility to 132 percent of the poverty level for childless adults. The cost of raising that eligibility would be covered by the federal government. Shoup continued that currently there is a lack healthcare coverage for the heart of the population that is served through Human Services as they are often childless adults that do not have health insurance nor are eligible for Medicaid. Shoup felt that there are no perfect solutions, but there is opportunity with state and federal government as well as local government to talk about some of the issues and advocate for certain things. When people do not have appropriate access to healthcare, they are treated in the most expensive manner such as in the emergency room. Shoup also stated that he is a middle of the road person but feels that government needs to be efficient and government cannot cure all the public and society woes, but they still have to be very careful and fiscally conservative as well as smart in the long run.

Supervisor Haefs wanted to know what an acceptable wait list time would be. He felt that three months sounded horrible but he wanted to know what an appropriate wait time would be. He felt that a goal could be set which could then be taken to the County Board along with what the funding for the goal would be. Haefs felt that the County Board has been very miserly for the last several years and felt that budget things should be happening all year long. If this waitlist is not acceptable to Human Services, then Human Services would need to tell the Committee what they need. Haefs also wanted to know if the wait list is getting worse or holding steady and finally if the services offered are offered regionally or only to County residents.

Lunog stated that the services they provide are available to County residents only. As far as Haef's question as to what is an acceptable wait time, Shoup said that he was asked at the budget meeting the same question and he said that if the wait can get down to about three weeks to one month, it would be pretty close to appointments on demand. Getting the wait list down to three weeks to a month is a reasonably good standard in Shoup's opinion. Secondly, as far as how to achieve or what is needed to achieve this, Shoup stated that they believe that that goal is achievable over the course of the coming months and he would estimate probably by mid-year they can get to this level. Kral felt they could get it under trajectory by mid-year and they are expecting quite a boost in late summer/early fall when the nurse practitioner begins her internship and can serve Human Services in that role.

Robinson felt like the intern that will be coming in late summer or early fall may be a temporary solution and asked if they felt like they will have a regular rotation of interns. Lunog stated that the particular intern they are speaking of will be working on her doctorate and they are currently trying to work with her to work with Human Services and move her from an internship into a more permanent position.

Evans echoed what La Violette and Haefs said in that the Committee and the Board needs to be kept apprised of what is needed in this situation.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve strategy. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Financial Report for Community Treatment Center and Community Programs.

Finance Manager Tim Schmitt stated that they are still on target to have a surplus in Community Programs. CTC is expected to have a deficit of approximately \$150,000.

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Statistical Reports.

- a. **Monthly Inpatient Data – Community Treatment Center.**
- b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update**

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file Items 8 a, b, c & d. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Approval for New Non-Continuous Vendor.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Request for New Vendor Contract.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource Center – No agenda items.

Syble Hopp – No agenda items.

Veterans Services – No agenda items.

Other

11. Audit of bills.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Such other Matters as Authorized by Law.

A discussion was held regarding whether to hold a December meeting. All Committee members were in agreement that they did not feel a December meeting was necessary. Evans stated that there would not be a meeting held in December but encouraged Shoup to contact him in the event any issues arose that need action prior to the January, 2013 meeting.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to adjourn at 7:10 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

III

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

December 13, 2012

PRESENT: Beth Relich, Pat Finder-Stone, Tom Diedrick, Joan Swigert, Bill Clancy, Pat Hickley, Marvin Rucker, Donajane Brasch, Keith Pamperin, Barbara Robinson, Steven Daniels, Lisa Van Donsel, Libbie Miller

EXCUSED:

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Andrea Maloney, Mary Schlautman, Sandy Groeschel, Diana Brown

Chairperson Diedrick called the meeting to order at 8:34 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by those present. Ms. Schlautman introduced Ms. Maloney, the newest member of our Information & Assistance Department. Ms. Maloney stated that she is coming to the ADRC from the Kewaunee County Human Services where she was employed as a Benefit Specialist in their Aging Unit. She is a graduate of UW Green Bay, has been married for 9 years, has 3 children, and enjoys outdoor activities.

ADOPTION OF AGENDA: A motion was made by Mr. Pamperin and seconded by Ms. Van Donsel to adopt the December 13, 2012 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 25, 2012:

Ms. Christianson noted that Ms. Brasch's name was listed twice and Ms. Miller's name was omitted from those present at the October meeting.

Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of September 27, 2012 with the above noted correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF THE OCTOBER-NOVEMBER 2012 FINANCE REPORT:

Ms. Bowers began by clarifying that the finance report being reviewed today is strictly an October report, not a combined October-November report. The overall revenue and expenses are consistent with the 2012 budget. She emphasized that the bottom line on page 6 reports that we have a revenue surplus with is due in part to receiving full funding of County Levy (Line 4100 General Property Taxes) and Specialized Transportation Grant (Line 4302.TRANS State Grant Transportation s.85.21); however, program expenses incurred over the next 2 months will level off that surplus.

Ms. Bowers noted that we anticipate capturing additional Medical Assistance Funds due to clarifications in time reporting and other opportunities through state initiatives.

Our 2012 Nutrition Program Budget was based on serving 161,525 meals at \$3.67 cost per meal with the actual food service contract being awarded after the 2012 Budget process at \$2.95 per meal. Ms. Bowers explained that in the donation area funding is based on the number of meals served. While the estimated Meal Program Revenue shortfall is \$9,233, the estimated Food Service savings is \$166,460, leaving us with a \$157,227 positive effect on our budget. Ms. Bowers explained that the excess revenue is a one-time occurrence due to the cost savings related to the meals. It is anticipated that the funds will be used for maintenance,

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repairs and improvements for the building as well as reserve in the net assets to ensure operations continue should there be a gap in federal or state revenue streams.

Mr. Pamperin moved and Ms. Hickey seconded to approve the October 2012 Finance Report.
MOTION CARRIED.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Ms. Bowers explained the Donations Memorial/Restricted Report to board members and they reviewed the restricted donations received in October: \$200 from Libbie Miller for the Falls Prevention Program and \$50 from Chuck Hastert for the Fishing Club

Ms. Hickey moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

85.21 APPLICATION/PLAN APPROVAL: Ms. Schlautman reported that she has been preparing, for submission to the Wisconsin Department of Transportation, the annual application for financial assistance under section s.85.21 of the Wisconsin Statutes in compliance with the requirements issued by that department and authorizing the annual obligation of county funds in the amounts needed to provide the required annual matching amounts.

The Allocation Methodology for 2012 used to determine the current allocation is based upon the most recent relevant census and statistical data and projections Bureau and the Wisconsin Department of Administration form the basis of county allocations. Each county is allocated a share of the annual state 85.21 appropriation in proportion to its share of the total statewide population of elderly persons and persons with disabilities based on three types of data: total county population estimates, elderly persons (age 65 and over) population estimates, and persons with disabilities population estimates excluding persons with disabilities who are age 65 or over, so that they are not double-counted. Brown County's allocation for 2012 is \$509,466 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for the elderly and person with a disability. The County has assured that a minimum of \$101,893 in local funds have been included in its adopted 2012 county budget and will be available as the share required to match the 85.21 grant.

Ms. Schlautman explained that meetings with current contracted transportation service providers were held to seek their input and to discuss the current level of service of each program, their current fleet of vehicles, projections for needed or replacement vehicles, and efficiencies to maximize state and federal funding opportunities. Through these discussions we found efficiencies in the planned purchase of a needed accessible van replacement for Brown County Human Services. Through discussion and collaboration with the American Red Cross and Brown County Human Services, American Red Cross will apply for an additional vehicle with 5310 grant funds in 2013 and will contract with Brown County Human Services for use of the vehicle. This collaboration results in Brown County Human Services paying only the match amount rather than the full purchase price for the replacement vehicle.

In 2013 the ADRC will contract with the same providers as in 2012: American Red Cross Northeast Chapter, N.E.W. Curative, Brown County Human Services, the Salvation Army, Oneida Elder Services. Additionally, some funds will be used to provide service through the ADRC Rural Driver Escort Program, which we hope to expand. The ADRC held a public hearing on November 14th to procure consumer concerns. The unmet needs continue to be: Evenings, Sundays and rural transportation for social trips, church trips, and employment that ends later in the evening.

Ms. Schlautman concluded by stating that the 85.21 is a supplement transportation program serving older and disabled persons. Each county uses the funds as a means of support to fill gaps, not to duplicate. Grant funds will never meet all the transportation needs in the county; but through partnership and coordination with public, private and human services agencies, we will continue to look for efficiencies in the transportation programs to work toward meeting these needs.

Mr. Diedrick noted that with the recent news of the state contracted MA transportation provider, Logisticare, ending their contract with the state in February 2013, we need to be community

advocates. The Department of Human Services is looking at restructuring this program possibly to a regional model instead of a state-wide model. He stated that timing is very important and urged board members to write to their legislators now.

Mr. Pamperin moved and Ms. Relich seconded to approve the 85.21 Application/Plan. **MOTION CARRIED.**

SANDY GROESCHEL 2012 REVIEW OF ARAMARK PROGRAM: Ms. Groeschel recapped for board members the details of her Nutrition Report back in May of 2012 when she came to them with reports of Aramark, our Home Delivered Meal Program Supplier, sending moldy buns, outdated milk and being inconsistent with delivery times. She was pleased to report that since that time, Aramark has made many changes, held their staff more accountable, and the quality of their meals has improved tremendously. Ms. Groeschel stated that she still has to keep on top of things; however, overall, the menus have been updated with some new dishes, meals are appetizing, and consumers are happier.

Ms. Groeschel also reviewed with board members the Spring and Fall 2012 Surveys of the Homebound Meal Program and the Congregate Meal Program included in the board packet. She noted that in Spring of 2012, 48 to 60% of those in the Congregate and Homebound Meal Programs said the meals always or usually taste good while in Fall of 2012 73-77% said the meals always or usually taste good.

A. NUTRITION DONATION LETTER – HDM, CONGREGATE:

Ms. Groeschel reviewed the Nutrition Congregate Donation Statement Niatx Project implemented in June, 2012. The process incorporated mailing out a letter (a copy was included in the board packet) explaining that donations are an essential part of the Aging & Disability Resource Center's budget, stating a suggested donation for the number of meals received and letting participants know that congregate donations are appreciated. Keeping in compliance with the Older American's Act a donation box is also available at each site providing another option for donating.

In addition, a coupon for a complimentary meal was also placed in the AddLIFE News in an effort to increase participation. We are tracking when consumers eat and when they return. The baseline average donation when the project began was \$1.09 per meal. Since June donations have increased to \$2.11 in September and so far this project has been a great success. Hopefully, we will eventually be able to carry this practice into our rural areas.

PERSONNEL COMMITTEE REPORT: Mr. Diedrick reported that the Personnel & Policy Committee called a meeting the end of November for the purpose of conducting the evaluation of the ADRC Director, Ms. Christianson. Ms. Christianson put together her goals for the year and completed the agency's evaluation report. It was the consensus of the committee that Ms. Christianson encouraged staff development by empowering her staff to take on more responsibilities. The ADRC of Brown County is respected throughout the state as a growing staff which is an excellent reflection on this agency. During the past 9 months Ms. Christianson has dealt with contracts and the collaboration of other agencies, along with major changes in the Accounting Department, and staying on top of the Aramark issues in a timely manner.

Mr. Diedrick stated that it is the Personnel & Policy Committee's belief that Ms. Christianson successfully completed her performance measures and it is their recommendation that the full board approve her increase in salary by \$5,000 as outlined at the time of hire.

A motion was made by Ms. Finder-Stone and seconded by Mr. Pamperin to approve Ms. Christianson's increase in salary by \$5,000. **MOTION CARRIED.**

CONTRACT POLICY AND PROCEDURE: Ms. Giesen explained that in April the county revised their Contract Management Policy which impacted how the Aging & Disability Resource Center manages our contracts. The purpose of a Contract Management Policy is to assure contracts are administered in a consistent manner that affords protection for the ADRC and Brown County. Therefore, we also

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revised our procedure for Inbound and Outbound Contracts. An Inbound Contract is any contract, whether funds are involved or not, that is developed and executed by an outside party that requires acceptance and signature from the ADRC. An Outbound Contract is any contract, whether funds are involved or not, that is developed and executed by the ADRC and requires acceptance and signature from an outside party.

Although the ADRC is a private non-profit with a governing board who has the authority to enter into a contractual agreement, we are covered under Brown County's liability insurance; and therefore, contract language is reviewed by Risk Management and Corporation Counsel. The county has also given the ADRC our own intranet page which is connected to the county intranet making it possible for the county to view policies or other information posted on that page at any time. Once contracts are approved by Risk Management and Corporation Counsel, they will be forwarded to the ADRC Director and Board Chair for approval and execution.

Ms. Van Donsel moved and Mr. Daniels seconded to approve the presented ADRC Policies and Procedures for Contract Management. **MOTION CARRIED.**

BOARD MEMBER RECOGNITION: EXITING MEMBERS: Mr. Diedrick acknowledged the 2 exiting board members, Ms. Finder-Stone and Ms. Miller. Ms. Finder-Stone has completed 2 terms on the ADRC Board and has been our legislative advocate working with CWAG (Coalition of Wisconsin Aging Groups). Ms. Finder-Stone stated she enjoyed being a part of this group and the commendable work that is being done.

Ms. Miller has not only been active on the ADRC Board, but has also been involved with the *Stepping On* Program, Parkinson's, and has done so much in the area of Prevention. Ms. Miller was pleased to be a part of the ADRC Board and marveled at the dedication of the ADRC Staff.

Mr. Diedrick thanked Ms. Finder-Stone and Ms. Miller for their commitment and Mr. Pamperin encouraged them not to be a stranger to the ADRC.

FAMILY CARE UPDATE: An Advocacy Alert for Older Americans Act Program Funding and Family Care Expansion, along with a copy of a letter to Governor Walker urging him to continue long-term care, were distributed as Mr. Diedrick reported that the NEW Family Care Grant has been extended until December 31, 2012. The expansion of Family Care is not in the budget and he urged those present to get in touch with our legislators now. Some of the talking points Mr. Diedrick suggested were: advocacy, cost effectiveness, what has been proven already, and the importance of Family Care to us and people with disabilities.

DIRECTOR'S REPORT: Ms. Christianson reported on the following:

- A. **SHOW YEAR END VIDEO:** Since ADRC Staff and Board Members were invited to a Holiday Appreciation Breakfast following this meeting, Ms. Christianson shared with those present a short video of the lighter side of the ADRC Staff for 2012.
- B. **ADDLIFE NEWS REPORT:** Ms. Christianson recalled for board members that a little more than a year ago we restructured our *AddLIFE News* newsletter going with an outside publication agency to not only print the newsletter, but also be in charge of soliciting advertisers. In making this change we would also be entitled to participate in profit sharing. Ms. Christianson then turned the floor over to Ms. Westphal to explain the project further.

Ms. Westphal went on to explain that she and Ms. Black had decided to look into the benefits of sending the newsletter to an outside publishing company for printing in order to save some wear and tear on our copy machine as well as the cost of paper. After doing so we found a company out of New Berlin, WI, Liturgical Publications (LPi), who would be able to do our offsite printing. Ms. Westphal reported that the advantages of working through LPi include producing a more professional looking newsletter, producing in color, saving wear and tear on our copy machine, savings on paper costs, LPi takes care of all the advertising, distributing 3500 copies per month compared to 1700, being able to offer the *AddLIFE News* free of charge at various distribution sites (subscriptions are still available to be mailed for \$10/year), and

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receiving a percentage of the profits over a fixed amount of which \$3,549 was the ADRC's share for 2012.

Ms. Christianson commended Ms. Westphal & Ms. Black for all of their efforts in pursuing this project.

LEGISLATIVE UPDATES: Mr. Diedrick strongly urged board members to write their legislators (in separate letters) regarding restructuring the state contracted MA Transportation Program to a regional model as well as the importance of Family Care Expansion.

ANNOUNCEMENTS: Mr. Diedrick directed board member's attention to the calendar of scheduled Board of Director's Meetings for 2013 included in the board packet. Ms. Christianson specifically noted that several of the meetings throughout the year have been scheduled at locations other than the ADRC. She anticipated having this calendar of slated dates and locations at the beginning of the year might make scheduling a little easier for board members.

NEXT MEETING DATE – JANUARY 31, 2012: Ms. Christianson noted that the next meeting is scheduled for January 31, 2013, not the 4th, but the 5th Thursday in January.

ADJOURN: Ms. Van Donsel moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



ADRC SUMMARY REPORT

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC											
Department 093 - ADRC											
REVENUE											
4100	General Property Taxes	890,149.00	.00	890,149.00	.00	.00	890,150.00	.00	(1.00)	100	936,797.00
4301 - Federal Grant											
4301.OPC	Federal Grant Options Counseling	13,276.00	.00	13,276.00	.00	.00	13,276.00	.00	.00	100	.00
4301.IIIB	Federal Grant Title IIIB	165,489.00	.00	165,489.00	3,555.00	.00	155,262.00	10,227.00	10,227.00	94	165,191.00
4301.IIID	Federal Grant Title III-D	11,887.00	.00	11,887.00	133.00	.00	11,029.00	858.00	858.00	93	11,920.00
4301.IIIE	Federal Grant Title III-E	80,493.00	.00	80,493.00	3,351.00	.00	77,136.00	3,357.00	3,357.00	96	80,394.00
4301.IIIMIS	Federal Grant MMIS	.00	.00	.00	.00	.00	.00	.00	.00	+++	6,600.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	.00	79,079.00	9,778.00	.00	69,123.00	9,956.00	9,956.00	87	88,367.20
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	3,800.00	.00	.00	3,800.00	.00	.00	100	.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	25,000.00	.00	25,000.00	4,029.00	.00	54,736.00	(29,736.00)	(29,736.00)	219	23,732.00
4301.IIIC1	Federal Grant Title III-C-1	374,204.00	.00	374,204.00	52,010.00	.00	345,030.00	29,174.00	29,174.00	92	374,323.00
4301.IIIC2	Federal Grant Title III-C-2	128,221.00	.00	128,221.00	5,195.00	.00	129,731.00	(1,510.00)	(1,510.00)	101	128,052.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	12,000.00	.00	12,000.00	.00	.00	14,937.00	(2,937.00)	(2,937.00)	124	17,600.00
4301.ADRMA	Federal Grant ADRC - MA	762,916.00	.00	762,916.00	69,475.00	.00	672,370.00	90,546.00	90,546.00	88	654,206.00
4301 - Federal Grant Totals		\$1,656,365.00	\$0.00	\$1,656,365.00	\$147,526.00	\$0.00	\$1,546,430.00	\$109,935.00	\$109,935.00	93%	\$1,550,385.20
4302 - State Grant											
4302	State Grant	.00	.00	.00	.00	.00	1,489.32	(1,489.32)	(1,489.32)	+++	.00
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	.00	33,438.00	.00	.00	33,438.00	.00	.00	100	33,437.00
4302.MED	State Grant Medicare Part D	15,223.00	.00	15,223.00	.00	.00	13,112.00	2,111.00	2,111.00	86	15,223.00
4302.SCS	State Grant Senior Community Services	12,709.00	.00	12,709.00	1,059.00	.00	12,709.00	.00	.00	100	12,709.00
4302.ADRC	State Grant ADRC Grant	1,377,498.00	.00	1,377,498.00	45,529.00	.00	1,262,343.00	115,155.00	115,155.00	92	1,349,066.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	.00	12,439.00	(12,439.00)	(12,439.00)	+++	1,435.96
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	.00	84,590.00	2,300.00	.00	79,841.00	4,749.00	4,749.00	94	84,590.00
4302.TRANS	State Grant Transportation s.85.21	474,781.00	.00	474,781.00	.00	.00	476,570.00	(1,789.00)	(1,789.00)	100	474,781.00
4302.COPHDM	State Grant Home Delivered Meals	63,432.00	.00	63,432.00	5,873.85	.00	55,483.23	7,948.77	7,948.77	87	58,159.08
4302 - State Grant Totals		\$2,061,671.00	\$0.00	\$2,061,671.00	\$54,761.85	\$0.00	\$1,947,424.55	\$114,246.45	\$114,246.45	94%	\$2,029,401.04
4600 - Charges and Fees											
4600	Charges and Fees	.00	.00	.00	.00	.00	95.00	(95.00)	(95.00)	+++	100.00
4600.100	Charges and Fees Caregiver Classes	.00	.00	.00	95.00	.00	5,024.35	12,975.65	12,975.65	28	6,786.13
4600.200	Charges and Fees Senior Classes	18,000.00	.00	18,000.00	79.00	.00	10,071.00	(10,071.00)	(10,071.00)	+++	7,424.00
4600.210	Charges and Fees Day Trips	.00	.00	.00	117.00	.00	201.11	(201.11)	(201.11)	+++	264.22
4600.230	Charges and Fees Exercise Room	.00	.00	.00	21.00	.00	.00	.00	.00	+++	1,430.03
4600.240	Charges and Fees Advertising	.00	.00	.00	340.00	.00	2,960.00	(2,960.00)	(2,960.00)	+++	3,094.00
4600.250	Charges and Fees Newsletter	.00	.00	.00	640.00	.00	3,605.99	4,963.01	4,963.01	42	3,444.40
4600.500	Charges and Fees Prevention	8,569.00	.00	8,569.00	144.00	.00	1,081.00	1,919.00	1,919.00	36	2,506.50
4600.600	Charges and Fees Driver Escort	3,000.00	.00	3,000.00	84.00	.00	689.00	(689.00)	(689.00)	+++	456.00
4600.610	Charges and Fees In-home Worker	.00	.00	.00	140.00	.00	12,287.50	(8,787.50)	(8,787.50)	351	5,352.50
4600.700	Charges and Fees Community Service	3,500.00	.00	3,500.00	1,660.00	.00	\$36,014.95	(\$2,945.95)	(\$2,945.95)	109%	\$30,857.78
4600 - Charges and Fees Totals		\$33,069.00	\$0.00	\$33,069.00	\$1,660.00	\$0.00	\$36,014.95	(\$2,945.95)	(\$2,945.95)	109%	\$30,857.78

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ADRC SUMMARY REPORT

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Include Rollup Account and Rollup to Account

Account	Account Description	Fund	900 - ADRC	Department	093 - ADRC	REVENUE	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4601	Sales														
4601	Sales		.00		.00	.00	.00	.00	.00	30.00	.00	385.00	(385.00)	+++	270.00
4601.300	Sales Vending		.00		.00	.00	.00	.00	.00	49.80	.00	942.31	(942.31)	+++	525.88
4601.500	Sales Serogy's		.00		.00	.00	.00	.00	.00	58.50	.00	261.00	(261.00)	+++	433.95
4601.800	Sales Raffle		.00		.00	.00	.00	.00	.00	.00	.00	12.00	(12.00)	+++	103.00
	4601 - Sales Totals		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.30	\$0.00	\$1,600.31	(\$1,600.31)	+++	\$1,332.83
4900	Miscellaneous														
4900	Miscellaneous		4,500.00		.00	4,500.00	4,500.00	4,500.00	4,500.00	80.27	.00	156.50	4,343.50	3	1,778.47
4900.100	Miscellaneous Soda/Recycled Paper		4,500.00		.00	4,500.00	4,500.00	4,500.00	4,500.00	174.85	.00	880.55	3,619.45	20	1,323.75
4900.200	Miscellaneous Copy Machine		.00		.00	.00	.00	.00	.00	14.90	.00	21.40	(21.40)	+++	96.15
4900.300	Miscellaneous Parking Revenue		.00		.00	.00	.00	.00	.00	15.00	.00	150.00	(150.00)	+++	.00
4900.400	Miscellaneous Obligated		.00		.00	.00	.00	.00	.00	260.00	.00	600.00	(600.00)	+++	.00
	4900 - Miscellaneous Totals		\$9,000.00		\$0.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$545.02	\$0.00	\$1,808.45	\$7,191.55	20%	\$3,198.37
4901	Donations														
4901	Donations		.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,166.00
4901.100	Donations General		.00		.00	.00	.00	.00	.00	342.25	.00	2,239.25	(2,239.25)	+++	1,662.00
4901.110	Donations Memorial/Restricted		.00		.00	.00	.00	.00	.00	250.00	.00	5,845.00	(5,845.00)	+++	600.00
4901.200	Donations Coffee		.00		.00	.00	.00	.00	.00	78.16	.00	771.83	(771.83)	+++	522.92
4901.300	Donations Housing Units		.00		.00	.00	.00	.00	.00	1,876.21	.00	8,278.38	(8,278.38)	+++	12,409.62
4901.310	Donations Participants-Congregate Meals		119,301.00		.00	119,301.00	119,301.00	119,301.00	119,301.00	2,767.25	.00	30,454.60	88,846.40	26	34,133.80
4901.330	Donations Building		2,000.00		.00	2,000.00	2,000.00	2,000.00	2,000.00	401.92	.00	2,551.22	(551.22)	128	1,360.00
4901.410	Donations Medical Equipment		.00		.00	.00	.00	.00	.00	245.00	.00	1,927.88	(1,927.88)	+++	436.00
4901.520	Donations Home Delivered Meals		164,751.00		.00	164,751.00	164,751.00	164,751.00	164,751.00	18,518.35	.00	190,284.24	(25,533.24)	115	207,220.83
	4901 - Donations Totals		\$286,052.00		\$0.00	\$286,052.00	\$286,052.00	\$286,052.00	\$286,052.00	\$24,479.14	\$0.00	\$242,352.40	\$43,699.60	85%	\$260,511.17
4903	In-kind Services														
4903.IIIB	In-kind Services In-kind Services III-B		.00		.00	.00	.00	.00	.00	.00	.00	44,761.43	(44,761.43)	+++	68,349.96
4903.IIIC1	In-kind Services III-C-1 Cong		.00		.00	.00	.00	.00	.00	.00	.00	54,698.28	(54,698.28)	+++	95,687.72
4903.IIIC2	In-kind Services III-C-2		.00		.00	.00	.00	.00	.00	.00	.00	70,351.61	(70,351.61)	+++	81,511.75
4903.IIIEC	In-kind Services III-E-Chore		.00		.00	.00	.00	.00	.00	.00	.00	6,717.81	(6,717.81)	+++	14,499.07
4903.IIIEH	In-kind Services III-E Homemaker		.00		.00	.00	.00	.00	.00	.00	.00	16,391.41	(16,391.41)	+++	35,377.73
4903.IIIEP	In-kind Services III-E Personal Care		.00		.00	.00	.00	.00	.00	.00	.00	3,761.96	(3,761.96)	+++	8,119.48
	4903 - In-kind Services Totals		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,682.50	(\$196,682.50)	+++	\$303,545.71
4905	Interest		3,000.00		.00	3,000.00	3,000.00	3,000.00	3,000.00	101.43	.00	1,443.31	1,556.69	48	3,114.22
	REVENUE TOTALS		\$4,939,306.00		\$0.00	\$4,939,306.00	\$4,939,306.00	\$4,939,306.00	\$4,939,306.00	\$229,211.74	\$0.00	\$4,863,906.47	\$75,399.53	98%	\$5,119,143.32
5100	EXPENSE Regular Earnings		1,964,061.00		2,837.00	1,966,898.00	1,966,898.00	1,966,898.00	1,966,898.00	136,811.81	.00	1,339,053.53	627,844.47	68	1,543,339.47

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Fund	Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC												
Department 093 - ADRC												
EXPENSE												
5102	Paid Leave Earnings											
5102		Paid Leave Earnings	.00	.00	.00	10,299.73	.00	.00	171,201.60	(171,201.60)	+++	.00
5102.100		Paid Leave Earnings Reimbursement	.00	.00	.00	.00	.00	.00	(3,484.51)	3,484.51	+++	.00
		5102 - Paid Leave Earnings Totals	\$0.00	\$0.00	\$0.00	\$10,299.73	\$0.00	\$0.00	\$167,717.09	(\$167,717.09)	+++	\$0.00
5103		Premium	.00	.00	.00	.00	.00	.00	672.01	(672.01)	+++	.00
5110	Fringe Benefits											
5110.100		Fringe Benefits FICA	134,136.00	873.00	135,009.00	10,246.68	.00	.00	105,531.51	29,477.49	78	120,803.37
5110.110		Fringe Benefits Unemployment Compensation	.00	6,308.00	6,308.00	158.07	.00	.00	11,854.49	(5,546.49)	188	.00
5110.200		Fringe Benefits Health Insurance	456,752.00	.00	456,752.00	35,445.62	.00	.00	352,052.02	104,699.98	77	328,995.30
5110.210		Fringe Benefits Dental Insurance	34,989.00	.00	34,989.00	2,861.78	.00	.00	28,366.99	6,622.01	81	26,295.20
5110.215		Fringe Benefits Vision	4,287.00	.00	4,287.00	.00	.00	.00	.00	4,287.00	0	(5.89)
5110.220		Fringe Benefits Life Insurance	1,830.00	.00	1,830.00	55.34	.00	.00	575.50	1,254.50	31	2,608.90
5110.230		Fringe Benefits LT disability insurance	6,607.00	.00	6,607.00	576.15	.00	.00	5,450.22	1,156.78	82	5,678.71
5110.300		Fringe Benefits Retirement	146,981.00	913.00	147,894.00	11,057.29	.00	.00	107,393.42	40,500.58	73	108,315.13
		5110 - Fringe Benefits Totals	\$785,582.00	\$8,094.00	\$793,676.00	\$60,400.93	\$0.00	\$0.00	\$611,224.15	\$182,451.85	77%	\$592,690.72
5300	Supplies											
5300		Supplies	2,930.00	2,000.00	4,930.00	47.13	.00	.00	6,195.67	(1,265.67)	126	3,125.81
5300.001		Supplies Office	16,000.00	.00	16,000.00	.00	.00	.00	9,194.73	6,805.27	57	11,097.72
5300.002		Supplies Kitchen	30,310.00	.00	30,310.00	5,060.24	.00	.00	24,628.01	5,681.99	81	18,389.31
5300.004		Supplies Postage	19,380.00	.00	19,380.00	30.70	.00	.00	13,435.09	5,944.91	69	14,564.72
5300.100		Supplies Caregiver	.00	3,446.00	3,446.00	500.00	.00	.00	500.00	2,946.00	15	478.76
5300.200		Supplies Program Operations	18,000.00	(3,000.00)	15,000.00	496.53	.00	.00	6,853.96	8,146.04	46	1,866.94
5300.400		Supplies Equipment	.00	.00	.00	.00	.00	.00	24.98	(24.98)	+++	21.95
5300.410		Supplies Medical Equipment	.00	.00	.00	.00	.00	.00	3,591.10	(3,591.10)	+++	.00
5300.500		Supplies Seroogys	.00	.00	.00	.00	.00	.00	288.00	(288.00)	+++	288.00
5300.510		Supplies Prevention	.00	.00	.00	11.42	.00	.00	159.08	(159.08)	+++	.00
5300.600		Supplies Obligated	.00	.00	.00	.00	.00	.00	2,436.95	(2,436.95)	+++	.00
		5300 - Supplies Totals	\$86,620.00	\$2,446.00	\$89,066.00	\$6,146.02	\$0.00	\$0.00	\$67,307.57	\$21,758.43	76%	\$49,833.21
5304		Printing	3,053.00	.00	3,053.00	159.60	.00	.00	3,424.60	(371.60)	112	3,656.80
5305		Dues and Memberships	2,747.00	.00	2,747.00	75.00	.00	.00	1,050.00	1,697.00	38	1,775.00
5306	Maintenance Agreement											
5306		Maintenance Agreement	.00	4,592.00	4,592.00	.00	.00	.00	4,168.58	423.42	91	5,436.84
5306.100		Maintenance Agreement Software	16,787.00	1,008.00	17,795.00	285.46	.00	.00	16,324.10	1,470.90	92	19,438.97
		5306 - Maintenance Agreement Totals	\$16,787.00	\$5,600.00	\$22,387.00	\$285.46	\$0.00	\$0.00	\$20,492.68	\$1,894.32	92%	\$29,875.81
5307	Repairs and Maintenance											
5307.300		Repairs and Maintenance Buildings	18,662.00	.00	18,662.00	(931.65)	.00	.00	20,073.08	(1,411.08)	108	421,873.03
5307.301		Repairs and Maintenance Atrium	.00	.00	.00	130.22	.00	.00	1,497.20	(1,497.20)	+++	1,171.98
5307.400		Repairs and Maintenance Equipment	17,115.00	(12,600.00)	4,515.00	440.97	.00	.00	1,444.58	3,070.42	32	1,105.33

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ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC											
Department 093 - ADRC											
EXPENSE											
5307 Repairs and Maintenance											
5307.900	Repairs and Maintenance Board Approved	.00	8,672.00	8,672.00	3,795.24	.00	12,844.08	(4,172.08)	148	113%	.00
	5307 - Repairs and Maintenance Totals	\$35,777.00	(\$3,928.00)	\$31,849.00	\$3,434.78	\$0.00	\$35,858.94	(\$4,009.94)	113%		\$424,150.34
5311	Marketing	2,000.00	.00	2,000.00	193.55	.00	1,426.00	574.00	71		1,352.00
5313	Recruitment	2,000.00	.00	2,000.00	.00	.00	702.35	1,297.65	35		617.59
5314	Background Check	.00	.00	.00	.00	.00	160.00	(160.00)	+++		400.00
5320	Rental	12,240.00	.00	12,240.00	1,378.00	.00	9,412.00	2,828.00	77		10,036.00
5330	Books, Periodicals, subscriptions	3,000.00	.00	3,000.00	841.95	.00	2,153.29	846.71	72		5,311.85
5331	Newsletter	3,000.00	.00	3,000.00	.00	.00	10.00	2,990.00	0		72.01
5340	Travel	8,715.00	.00	8,715.00	621.29	.00	6,118.35	2,596.65	70		6,274.54
5341 Training											
5341	Training	12,035.00	.00	12,035.00	1,541.87	.00	6,358.71	5,676.29	53		7,851.23
5341.100	Training Caregiver	.00	.00	.00	.00	.00	30.00	(30.00)	+++		.00
	5341 - Training Totals	\$12,035.00	\$0.00	\$12,035.00	\$1,541.87	\$0.00	\$6,388.71	\$5,646.29	53%		\$7,851.23
5342	Conference	.00	.00	.00	.00	.00	65.00	(65.00)	+++		254.00
5366 Volunteer Expense											
5366	Volunteer Expense	2,000.00	.00	2,000.00	.00	.00	1,196.07	803.93	60		519.88
5366.110	Volunteer Expense Mileage	31,264.00	.00	31,264.00	3,061.13	.00	25,195.78	6,068.22	81		25,932.18
	5366 - Volunteer Expense Totals	\$33,264.00	\$0.00	\$33,264.00	\$3,061.13	\$0.00	\$26,391.85	\$6,872.15	79%		\$26,452.06
5367	Wellness	.00	.00	.00	.00	.00	305.00	(305.00)	+++		514.54
5368 Support Group											
5368.100	Support Group Caregiver	.00	.00	.00	.00	.00	.00	.00	+++		78.43
	5368 - Support Group Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		\$78.43
5369 Community Service											
5369.300	Community Service Incentive	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++		1,200.00
	5369 - Community Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	+++		\$1,200.00
5390 Miscellaneous											
5390	Miscellaneous	9,700.00	.00	9,700.00	173.92	.00	973.92	8,726.08	10		1,131.55
5390.100	Miscellaneous Soda	.00	.00	.00	108.00	.00	1,103.00	(1,103.00)	+++		756.80
5390.200	Miscellaneous Coffee	.00	.00	.00	124.76	.00	2,491.92	(2,491.92)	+++		2,071.36
5390.300	Miscellaneous Vending	.00	.00	.00	21.54	.00	407.10	(407.10)	+++		262.20
5390.400	Miscellaneous Training	.00	.00	.00	531.00	.00	531.00	(531.00)	+++		1,292.97
	5390 - Miscellaneous Totals	\$9,700.00	\$0.00	\$9,700.00	\$959.22	\$0.00	\$5,506.94	\$4,193.06	57%		\$5,514.88
5392	Service Fees	4,500.00	.00	4,500.00	225.41	.00	3,335.29	1,164.71	74		3,381.44
5395 Equipment - nonoutlay											
5395	Equipment - nonoutlay	7,500.00	.00	7,500.00	.00	.00	622.51	6,877.49	8		5,764.12
5395.410	Equipment - nonoutlay Medical	.00	.00	.00	254.80	.00	24.90	(24.90)	+++		2,912.18
5395.420	Equipment - nonoutlay Technology	5,303.00	.00	5,303.00	.00	.00	3,348.58	1,954.42	63		280.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC											
Department 093 - ADRC											
EXPENSE											
5395	Equipment - nonoutlay Board Approved										
5395.900	Equipment - nonoutlay Board Approved	.00	8,769.00	8,769.00	.00	.00	9,613.10	9,613.10	(844.10)	110	134,966.42
	5395 - Equipment - nonoutlay	\$12,803.00	\$8,769.00	\$21,572.00	\$254.80	\$0.00	\$13,609.09	\$13,609.09	\$7,962.91	63%	\$143,922.72
5410	Insurance										
5410.105	Insurance Volunteer	3,600.00	.00	3,600.00	.00	.00	2,085.30	2,085.30	1,514.70	58	2,242.90
5410.110	Insurance 331 S Adams	.00	.00	.00	.00	.00	1,288.00	1,288.00	(1,288.00)	+++	.00
5410.115	Insurance 403 (B) Liability	.00	.00	.00	.00	.00	166.67	166.67	(166.67)	+++	.00
	5410 - Insurance	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$3,539.97	\$3,539.97	\$60.03	98%	\$2,242.90
5500	Utilities	36,472.00	.00	36,472.00	1,554.05	.00	20,894.06	20,894.06	15,577.94	57	23,317.08
5505	Telephone	4,150.00	.00	4,150.00	137.31	.00	2,123.08	2,123.08	2,026.92	51	1,512.92
5600	Indirect Cost	95,831.00	.00	95,831.00	.00	.00	95,828.00	95,828.00	3.00	100	123,864.00
5601	County Services										
5601.100	County Services Information Services	134,871.00	.00	134,871.00	.00	.00	134,866.00	134,866.00	5.00	100	130,233.50
5601.200	County Services Insurance	11,529.00	.00	11,529.00	.00	.00	11,534.00	11,534.00	(5.00)	100	9,017.50
5601.500	County Services Facilities	17,147.00	.00	17,147.00	.00	.00	17,150.00	17,150.00	(3.00)	100	15,000.00
	5601 - County Services	\$163,547.00	\$0.00	\$163,547.00	\$0.00	\$0.00	\$163,550.00	\$163,550.00	(\$3.00)	100%	\$154,251.00
5700	Contracted Services										
5700	Contracted Services	26,793.00	(26,793.00)	.00	.00	.00	.00	.00	.00	+++	.00
5700.080	Contracted Services Temp Agencies	.00	.00	.00	.00	.00	4,461.60	4,461.60	(4,461.60)	+++	.00
5700.100	Contracted Services Curative Site Manager	.00	26,793.00	26,793.00	2,455.00	.00	24,550.00	24,550.00	2,243.00	92	24,550.00
5700.110	Contracted Services DePere Site Manager	28,716.00	.00	28,716.00	7,289.87	.00	24,061.12	24,061.12	4,654.88	84	15,131.46
5700.200	Contracted Services Senior Aide	7,500.00	.00	7,500.00	.00	.00	5,571.00	5,571.00	1,929.00	74	5,400.00
5700.210	Contracted Services Day Trips	.00	.00	.00	114.00	.00	5,750.13	5,750.13	(5,750.13)	+++	7,347.28
5700.300	Contracted Services Veterans Programming	7,000.00	.00	7,000.00	419.86	.00	2,437.45	2,437.45	4,562.55	35	4,758.33
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	.00	1,957.73	1,957.73	(1,957.73)	+++	5,036.51
5700.410	Contracted Services SHIP	3,800.00	.00	3,800.00	.00	.00	.00	.00	3,800.00	0	.00
5700.500	Contracted Services Falls Prevention	.00	.00	.00	90.00	.00	1,672.19	1,672.19	(1,672.19)	+++	18,715.94
5700.600	Contracted Services Older Americans Program	357,614.00	11,928.00	369,542.00	30,370.00	.00	303,700.00	303,700.00	65,842.00	82	303,700.00
5700.700	Contracted Services Options Counseling	13,276.00	.00	13,276.00	.00	.00	3,110.84	3,110.84	10,165.16	23	1,277.71
	5700 - Contracted Services	\$444,699.00	\$11,928.00	\$456,627.00	\$40,738.73	\$0.00	\$377,272.06	\$377,272.06	\$79,354.94	83%	\$385,917.23
5701	Transportation										
5701.001	Transportation Management	.00	.00	.00	69.51	.00	284.93	284.93	(284.93)	+++	572.46
5701.100	Transportation Red Cross	307,021.00	.00	307,021.00	25,585.00	.00	255,850.00	255,850.00	51,171.00	83	253,600.00
5701.200	Transportation Curative	190,593.00	(11,928.00)	178,665.00	15,091.00	.00	150,910.00	150,910.00	27,755.00	84	150,910.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	61,551.00	.00	.00	29,454.00	29,454.00	32,097.00	48	21,972.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	.00	9,900.00	9,900.00	.00	100	8,638.83
5701.600	Transportation Driver Escort	12,000.00	.00	12,000.00	133.33	.00	3,498.74	3,498.74	8,561.26	29	7,353.50
5701.700	Transportation Oneida	3,600.00	.00	3,600.00	900.00	.00	3,600.00	3,600.00	.00	100	3,600.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC										
Department 093 - ADRC										
EXPENSE										
5701 - Transportation Totals										
5714	Accounting and Auditing	\$584,665.00	(\$11,928.00)	\$572,737.00	\$41,778.84		\$453,437.67	\$119,299.33	79%	\$446,646.79
5725	Food Service	9,400.00	.00	9,400.00	.00		9,163.50	236.50	97	9,050.00
		592,800.00	.00	592,800.00	38,292.68		348,032.60	244,767.40	59	464,876.30
5751 - Administrative Fees										
5751.001	Administrative Fees Miscellaneous	1,258.00	.00	1,258.00	131.00		1,308.52	(50.52)	104	675.00
		\$1,258.00	\$0.00	\$1,258.00	\$131.00		\$1,308.52	(\$50.52)	104%	\$675.00
		3,000.00	.00	3,000.00	90.00		706.36	2,293.64	24	1,425.60
5803 - Donated Items										
5803.100	Donated Items Personnel	.00	.00	.00	.00		13,604.50	(13,604.50)	+++	23,364.68
5803.110	Donated Items Mileage	.00	.00	.00	.00		5,534.30	(5,534.30)	+++	8,871.33
5803.300	Donated Items Rent	.00	.00	.00	.00		10,500.00	(10,500.00)	+++	10,500.00
5803.500	Donated Items Nutrition Congregate	.00	.00	.00	.00		45,891.83	(45,891.83)	+++	77,268.94
5803.510	Donated Items Nutrition HDM	.00	.00	.00	.00		63,123.76	(63,123.76)	+++	85,227.20
5803.700	Donated Items Title III-E	.00	.00	.00	.00		26,871.18	(26,871.18)	+++	57,996.28
5803.900	Donated Items Other	.00	.00	.00	.00		31,156.93	(31,156.93)	+++	40,317.28
		\$0.00	\$0.00	\$0.00	\$0.00		\$196,682.50	(\$196,682.50)	+++	\$303,545.71
5850	Contribution	2,000.00	.00	2,000.00	108.11		1,301.95	698.05	65	929.67
5905	Lease Payments	.00	7,000.00	7,000.00	1,166.00		5,830.00	1,170.00	83	3,688.00
		\$4,939,306.00	\$30,818.00	\$4,970,124.00	\$350,687.27		\$4,003,254.71	\$966,869.29	81%	\$4,775,496.84
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)		\$860,651.76	(\$891,469.76)	-2793%	\$343,646.48
EXPENSE TOTALS										
Department 093 - ADRC Totals										
Fund 900 - ADRC Totals										
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	229,211.74		4,863,906.47	75,399.53	98	5,119,143.32
	EXPENSE TOTALS	4,939,306.00	30,818.00	4,970,124.00	350,687.27		4,003,254.71	966,869.29	81	4,775,496.84
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)		\$860,651.76	(\$891,469.76)		\$343,646.48
Grand Totals										
	REVENUE TOTALS	4,939,306.00	.00	4,939,306.00	229,211.74		4,863,906.47	75,399.53	98	5,119,143.32
	EXPENSE TOTALS	4,939,306.00	30,818.00	4,970,124.00	350,687.27		4,003,254.71	966,869.29	81	4,775,496.84
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)		\$860,651.76	(\$891,469.76)		\$343,646.48

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PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL & POLICY COMMITTEE MEETING **November 30, 2012**

PRESENT: Keith Pamperin, Pat Finder-Stone, Libbie Miller, Lisa Van Donsel, Tom Diedrick

EXCUSED:

ALSO PRESENT: Devon Christianson, Arlene Westphal

PLEDGE OF ALLEGIANCE.

The meeting was called to order by Chairperson Diedrick at 9:01 a.m.

ADOPTION OF AGENDA: Ms. Finder-Stone moved and Ms. Miller seconded to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 25, 2012.

Ms. Van Donsel moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 25, 2012. **MOTION CARRIED.**

CLOSED SESSION: Ms. Miller moved and Ms. Finder-Stone seconded to go into closed session pursuant to 19.85 (1) of Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluation of Aging & Disability Resource Center of Brown County Director: **MOTION CARRIED.**

RETURN TO OPEN SESSION: Ms. Miller moved and Ms. Finder-Stone seconded to return to open session. **MOTION CARRIED.** Mr. Diedrick noted that the committee had reviewed the director's self-evaluation and they would be adding their summarized comments to the evaluation in a letter. They agreed to carry out the agreement, upon the Director's hire, to increase the annual salary by \$5,000 now that there has been successful completion of the performance measures. This summary and the self-evaluation will be placed in Ms. Christianson's File.

ADJOURN: Ms. Van Donsel moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Tuesday, October 23, 2012

Present: B. Clancy, J Mitchell, S. King, K. Gustman

Excused:

Also Present: B. Natelle, S. Goron, A. Nizzia, J. Skenadore, J. Perleberg, L. Nelson



1. Call to order: B Clancy called the meeting to order at 4:00 p.m.
2. Action Item: Approval of August 28, 2012 Board Minutes: S. King moved to approve the minutes of the August 28, 2012 Board meeting. J. Mitchell seconded the motion. Motion carried.
3. Correspondence: None.
4. Action Item: Approval of Agenda: J. Mitchell moved to change agenda item #11 to agenda item #6 and renumber the remaining agenda items. B. Clancy seconded the motion as amended. Motion carried.
5. Action Item: Second Reading of Board Policy Staff Computer Network (5.01a)(5.01b): J. Perleberg reviewed the suggested changes to changes outlined in Board Policies (5.01a) and (5.01b). Mr. Perleberg indicated that the changes in policy are based on industry standards. S. King moved to approve Board Policy Staff Computer Network (5.01a)(5.01b) as presented. J. Mitchell seconded the motion. Motion carried.
6. Review of Board Policy 5.082 Atlantoaxial Dislocation: L. Nelson reviewed the policy and explained that the policy follows the Special Olympic policy for children specifically with Down Syndrome . No changes are recommended to the current policy.
7. Action Item: Donations: The following donations were received for the high school Central Wisconsin Environmental Station (CWES) workshop in September:
Brown County Conservation Alliance - \$600
Cornerstone Foundation of NE Wisconsin - \$450
Knights of Columbus #3955 - \$750
Knights of Columbus #6279 - \$150
Rotary Foundation of Green Bay, Inc. - \$1,500
The Lions Club of De Pere - \$450

Mark Kohls of Document History LLC donated \$200 to the "Dash for a Splash" 5k run/walk.

The Celebrate Committee Inc. of De Pere donated \$250 for Hopp needs.

The PLS Loan Store in Green Bay donated 5 back packs for students filled with school supplies.

The Denmark FFA Alumni donated \$300 from the proceeds made at the Corrigan Tractor Pull held in August to benefit Syble Hopp School.

Knights of Columbus, Fr. Claude Allouez Council #10714, donated \$191.95 toward the S.O.A.R. (Summer of Action and Recreation) program.

MINUTES OF BROWN COUNTY CDEB MEETING OF OCTOBER 23, 2012:

Deborah Wichman of Debe Gourmet donated \$200 to the high school in-school work program.

Festival Foods donated a \$25 gift card to the Homecoming Committee for snacks and/or refreshments for the event.

Mick & Terri Johaneck donated \$100 to Donna Reedy-Fabry's homeroom.

Terri Scray donated two tickets for students to attend the Brown County Deputy Sheriff's Benevolent Association concert at the Weidner Center on October 27, 2012.

Daniel Van Lanen donated two bags of various school supplies and five bags of pine cones to be used for art projects.

United Way donations that have been designated for Syble Hopp School were received from the third quarter of 2011 totaling \$100.35

B. Clancy moved to accept these generous donations. J. Mitchell seconded the motion. Motion carried

8. Action Item: Financial Report: S. King moved to accept and place on file the financial report ending July 30, 2012, August 31, 2012, and September 30, 2012. B. Clancy seconded the motion. Motion carried.

9. Action Item: Administrators Report:

- a. J. Skenadore reported that both he and Ron Knaus have been recertified for 5 years as Certified Pool Operators (CPO). Mr. Skenadore also reported that KML has been in to check the chemical levels on the boilers and made adjustments so that we are ready for colder weather. Jim is currently working on removing the window air conditioners from the original building. The County will be holding a Lean event with Jim Skenadore in the Boiler Room on October 25 and 26.
- b. B. Natelle reported on the Homecoming event that was held at Syble Hopp on Saturday, October 20th.
- c. B. Natelle reported that the security swipe-card system has been in place for one year and is working well.
- d. B. Natelle distributed the Staff Directory to the Board members.
- e. There will be no November Board meeting. The next meeting will be on December 11, 2012.

J. Mitchell moved to accept the Administrators Report. S. King seconded the motion. Motion carried.

MINUTES OF BROWN COUNTY CDEB MEETING OF OCTOBER 23, 2012:

10. Action Item: Parent Organization Report: B. Natelle reported that the annual nut sale for the Parent Organization has begun. The cost remains the same this year at \$6 per bag or \$72 for a case of 12 bags. The nuts have been purchased locally this year from Eileen's Candies and they have made a private label for us.
11. Action Item Payment of Bills: J. Mitchell moved to pay the General Fund bills totaling \$32,055.69 for the month ending July 30, 2012, \$37,951.02 for the month ending August 31, 2012, and \$77,117.22 for the month ending September 30, 2012. B. Clancy seconded the motion. Motion carried.
12. Executive Session: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues. S. King moved to go into Executive Session as allowed by WI. Stats 19.85 (1)(c)(e) to discuss personnel issues. J. Mitchell seconded the motion. Motion carried.
13. Action item: Staff Request: J. Mitchell moved to approve the staff member requests that were presented. S. King seconded the motion. Motion carried.
14. Adjournment: S. King moved to adjourn the meeting at 4:50 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, December 11, 2012

Board Members Present: B. Clancy, S King, J Mitchell

Board Members Excused: K. Gustman,

Others Present: B. Natelle, S. Goron, A. Nizzia, S. Keckhaver, M. Konecny



1. Call to order – 4:00 p.m. – B Clancy
2. Action Item: Approval of Board Minutes October 23, 2012: S. King moved to approve the minutes of October 23, 2012 Board meeting. J. Mitchell seconded the motion. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. S. King seconded the motion. Motion carried.
4. Action Item: Financial Report: J. Mitchell moved to accept and place on file the financial reports ending October 30th and November 30th, 2012. S. King seconded the motion. Motion carried.

Mike Konecny of Schenck Business Solutions presented the 2011-2012 audit report to the Board. S. King moved to approve the audit report. J. Mitchell seconded the motion. Motion carried.

5. Action Item: Donations: \$274.68 was received from the Aurora Health Care Employee Partnership Campaign (2011 pledges) and has been designated for technology needs.

Shopko Stores donated numerous items including water bottles, purses, backpacks, hats, pencil cases, crayons, jewelry, stuffed animals and many more for the school store.

Brown County Sheriff Benevolent Association donated \$400 for student needs.

UW-Green Bay, Phi Eta Sigma Honor Society donated \$320 for Hopp needs.

Hank and Pat Mencheski donated \$500 to be used for filling the student holiday gift bags and also donated over 200 Honey-Bears of honey for the bags.

The Brown County Association of Home and Community Education members donated several bags of new hats, mittens and scarves for the students.

Brad and Janet Champion donated hundreds of stickers and numerous (over 30) puzzles.

Jerry and Mary Ann Sausen donated two large boxes of Lego's.

Don Boone of De Pere Mobil donated \$250 for Hopp needs. Mr. Boone made this donation in support of the partnership between De Pere Mobil and Heart @ Work Unlimited.

NFL Alumni Association donated \$5,000 with a portion being designated to the students in Johnnie Gray's classroom and the balance of the donation for Hopp needs.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING OF DECEMBER 11, 2012:

Veterans of Foreign Wars, Winiecki Post #9677 donated \$50 for Hopp needs.

Jerry Sauer donated four tickets for the Beja Shrine Circus for four Hopp families.

Hornseth & Curless Dental donated \$80 to the students in Ann Sislo's room to be used for a community shopping experience.

Cornerstone Foundation of Northeast Wisconsin, Inc. donated \$45,290 for the purchase of 7 SmartBoards for classrooms.

K.C. Stock Foundation donated \$5,000 for the purchase of a SmartBoard for a classroom.

Keith and Sandra Frederickson donated \$50 for Hopp needs.

Executive Air donated several artificial trees and plants to decorate the school.

Camp P.O.P. (Parent Organized Project) donated \$100 for a Pool Tile.

Schreiber Foods Inc. donated \$500 for Hopp needs.

Brandi Drake donated a tricycle and a two-wheeled bike with training wheels.

Randy Piontek donated a flocked tree to decorate the school for the holidays.

Jolene Switzer donated \$100 for a Pool Tile.

Bernard Dahlin donated \$7,500 which has been designated for technology needs.

Marlene Vanden Elzen donated \$100 for a Pool Tile.

S. King moved to approve these generous donations. J. Mitchell seconded the motion. Motion carried.

6. Action Item: Administrators Report:

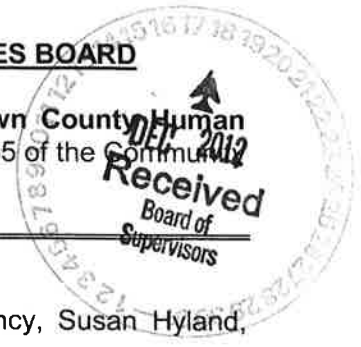
- a. The Syble Hopp School children decorated trees at the De Pere City Hall with the help of the Mayor, his staff, the police, fire and rescue department workers. The children also decorated the County Executive's tree with the help of the County Executive. The ornaments on the trees are hand made by the children.
- b. The Syble Hopp School Holiday Program will be held in the afternoon and evening, December 19 at 1:00 p.m. and 6:30 p.m.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING OF DECEMBER 11, 2012:

- c. A. Nizzia reported that students made cards and delivered them to DePere Christian Outreach to thank them for their continued support. The High School students went to Smart Cow Yogurt Bar on Tuesday, December 4th. Smart Cow designated a portion of their sales that day for Syble Hopp School.
 - d. S. Goron updated the Board on the status of classrooms in the districts.
 - e. S. Goron reported that BCCDEB was selected by the Office of Civil Rights to complete a civil rights data report with student data from last school year. This report took several months to compile the information and complete, however the report has been submitted.
- J. Mitchell moved to accept the Administrator's Report. S. King seconded the motion. Motion carried.
- 7. Action Item: Payment of Bills: S. King moved to pay the bills totaling \$78,366.73 for the month ending October, 2012 and \$154,799.52 for the month ending November, 2012. J. Mitchell seconded the motion. Motion carried.
 - 8. Action Item: Parent Organization: A. Nizzia reported that the parents are continuing the mixed nuts sale. There are approximately 84 cases of nuts left of the 650 ordered. J. Mitchell moved to receive and place the Parent Organization report on file. S. King seconded the motion. Motion carried.
 - 9. Action Item: Review Policy #2.01 Legal Base: #2.02 Board Officers: S. King moved to approve Policy 2.01 Legal Base and Policy 2.02 Board Officers as presented. J. Mitchell seconded the motion. Motion carried.
 - 10. Action Item: Review Policy #3.01 Certified Personnel: #3.02 Classified Personnel: J. Mitchell moved to approve Policy 3.01 Certified Personnel and Policy 3.02 Classified Personnel as presented. S. King seconded the motion. Motion carried.
 - 11. Action Item: Review Policy #3.05 Resignation: S. King moved to approve Policy 3.05 Resignations as presented. J. Mitchell seconded the motion. Motion carried.
 - 12. Executive Session: The board will move to executive session as allowed by WI Stats 19.85(1)(c)(e) to discuss personnel and negotiations: S. King moved to executive session as allowed by WI Stats 19.85(1)(c)(e) to discuss personnel and negotiations. J. Mitchell seconded the motion. Motion carried.
 - 13. Action Item: Staff Request: S. King moved to approve the request as discussed. J. Mitchell seconded the motion. Motion carried.
 - 14. Action Item: Adjournment: J. Mitchell moved to adjourn the meeting at 4:50 p.m. S. King seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, December 13, 2012 in Room 365 of the Community Treatment Center – 3150 Gershwin Drive, Green Bay, WI



Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy, Susan Hyland,
Paula Laundrie

Excused: JoAnn Grashberger

Also

Present: Brian Shoup, Executive Director
Jeremy Kral, Director of Community Programs
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection/Juvenile Justice Manager

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
ANDREWS/SMITS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of October 11, 2012 Human Services Board Meeting:**
HYLAND/ANDREWS moved to approve the minutes dated October 11, 2012.
The motion was passed unanimously.
4. **Executive Director's Report**

Brian Shoup, Executive Director, gave his director's report.

Child Abuse/Neglect Summit

- A Child Abuse/Neglect Summit is being held at University of Wisconsin-Green Bay on Friday, December 14th. It will involve close to 100 people representing law enforcement, our agency, United Way, social agencies, school districts and healthcare.
- This Summit followed our approach of United Way earlier in the year to partner up and advance the cause of prevention. Jim Hermans and his leadership team have been working with United Way to plan this, holding 16 meetings. This will be a working session, not a media event.
- We are looking forward to the results of the Summit, although it is just a start. A task force is being formed consisting of some ambassadors which will be the beginning of a formal community effort to tackle this issue.

CMS Ruling

- The Center for Medicare & Medicaid Services (CMS) during a recent survey of the Community Treatment Center has determined that the Nicolet Psychiatric Hospital may no longer provide detoxification services for persons who do not also have a major psychiatric disorder, other than alcohol abuse. The CTC must correct its admission criteria or risk losing Medicaid & Medicare reimbursement.
- We have EM1 Committee meetings every two months which includes individuals from law enforcement, health care, crisis center and our staff. This ruling was the single agenda item discussed at the last meeting. Jeremy Kral provided leadership on the issue during the meeting. Law enforcement is concerned due to alcohol holds.

Q: Chairman Lund asked if we are able to use the jail for alcohol holds.

A: Kral answered that statute states that in order for a police custody alcohol hold to occur, a crime must not have been committed. Since many of these situations do involve a crime (i.e. disorderly conduct), the jail will end up with increased numbers. Kral added that other alternatives include a residential intoxication monitoring service at our crisis diversion facility and bringing an exceptionally incapacitated individual to the hospital.

Q: Chairman Lund asked how many holds we have following a Packers game.

A: Shoup stated the numbers can spike after a game and on weekends. That is more of the acute intoxication cases. Those situations should be dealt with in our social setting detox program at the diversion facility. Law enforcement has been uncomfortable with that since it is not a locked facility. Most other counties use social setting detox.

Citizen Board Member Paula Laundrie entered at 5:30 p.m.

- Shoup stated that one of the difficulties arises when we have an individual who is intoxicated and suicidal. In such a situation, we cannot assess them to determine if they have an accompanying psychiatric problem until they are sober. CMS's position appears to require a psychiatric diagnosis at time of admission. Both ethical standards as well as state statute will not allow us to deny admission to someone who is believed to be at risk of harming himself/herself. Thus, CTC will not turn away suicidal patients. We are appealing this ruling to our US Senatorial Delegation.

Q: Chairman Lund asked why substance abuse isn't considered a mental health issue.

A: Shoup stated that documents on CMS's own website refer to alcoholism as a psychiatric condition, which would seem to contradict its current position. Shoup has been talking with Congressional contacts, including Senator Baldwin's office.

Q: Citizen Board Member Huxford asked if we had recently worked out a process with the Sheriff's department in reference to emergency holds.

A: Shoup stated that we did hold a LEAN kaizen event to streamline the Emergency Detention process. The CMS ruling relates to a different matter.

Meeting with Governor's Staff

- Executive Streckenbach led a delegation consisting of Brent Miller, Maria Lasecki and Shoup to Madison to meet with the governor's staff regarding the 2013-15 biennium budget. The two issues Shoup addressed were the proposed anti-fraud initiative pilot and Family Care.
- For Family Care, Shoup asked the governor for four things:
 1. We want clear direction as to if Family Care is going to expand and when.
 2. If Family Care *does* expand, we do not want to transition into Family Care earlier than the 4th quarter of 2014.
 3. We need to negotiate the amount of maintenance of effort levy dollars required of Brown County.
 4. We need relief from implementing third party administration for CIP & COP in the same year (2014) that we would be transitioning to Family Care.
- Kral added that the reason for the third party administrator is that the current waiver negotiated through CMS expires the end of 2013.

Q: Citizen Board Member Smits asked if we would have any influence on which company would provide third party administration.

A: Shoup stated we will not but the company will most likely be WPS.

Energy Assistance Program

- Shoup stated that we are currently in transition to take over the Energy Assistance program. The Economic Support unit has been training its staff and will take over responsibility on January 1, 2013.

LAUNDRIE/SMITS moved to receive and place on file.

Motion was carried unanimously.

5. Report on Child and Adolescent Behavioral Unit.

- Jim Hermans stated that we have a new unit put together that started with the hiring of Dr. Althea Noukki, Clinical Director of our Child and Adolescent Behavioral Health (BH) Unit. We also have captured three other individuals that were working in this type of work to form the core of this new unit. We are moving three positions from the Juvenile Justice unit in order to complete the 7 person unit. This team is going to help us with a portion of our child protective service population and the juvenile justice group, along with adhering to obligations in Chapter 51.
- Hermans stated we are going to form two teams within the BH unit. This work is very intensive and requires a lot of support within to provide the seamless service. The most difficult case situations are dealt with in this unit and there needs to be enough intensity to fit the needs of the families. Lighter cases are directed more towards other places in the community. We want to step up where no one else can and our two teams will be trained in best practice for these situations.
- Hermans stated the unit is focusing on a family-based approach which includes strengthening the family system, providing safety, diverting them from formal court, reducing the risk of harm and trying to prevent the break-up of that family. In order to accomplish this, we have to be strong as a team, have 24/7 capacity and to provide a sustainable plan. He stated that with the outpatient clinic license that was

received, we are trying to capture revenue in order to support those efforts. The supervisors across units meet on a regular basis to make sure to work together on cases.

Citizen Board Member Smits stated that she likes the team concept and it is useful when dealing with the tough cases to prevent burn out.

Chairman Lund stated that it's better for clients to have interaction with more people instead of relying on just one.

- Shoup added that Dr. Noukki has experience in forensic work and her background is a good fit for Child Protection and Juvenile Justice work.
- Kral thanked Hermans for his work on the unit and stated he is pleased with the development. Hermans stated this has been a great opportunity and having administrative support has been crucial.

Chairman Lund stated he has seen more innovation over the years with less top-down thinking. We bring forth solutions using people working directly in the situations.

- Shoup added that the advocacy has been measurable. In the 2012 budget, Human Services were able to save 1.8 million dollars in levy and for 2013 we saved another 1.1 million dollars.

CLANCY/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

- Schmitt reported financials through October. For Community Programs we are showing a surplus of 3.4 million dollars year to date. This is primarily due to lower costs for out of home placements and savings in our long term care units. For the Community Treatment Center, we are showing an unfavorable deficit of \$434,901 as a result of lower revenues due to a lower number of hospital inpatient stays and lower private pay revenues in our nursing home.

ANDREWS/HYLAND moved to receive and place on file.
Motion was carried unanimously

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, January 10, 2013

1d

5:15 p.m. – Board Room A, Brown County Human Services

11. Adjourn Business Meeting:

ANDREWS/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

ld

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, November 20, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Sherry Steenbock, Rosemary Desisles, Jim Haskins, Delores Pierce, Duane Pierce, John Walschinski

EXCUSED: Donald Bettine

****Running Total of Veterans' Certificates: 1407**

1. Call Meeting to Order.

The meeting was called to order by Chairman Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY SHERRY STEENBOCK, SECONDED BY JOHN WALSCHINSKI TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of October 16, 2012.

A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY JIM HASKINS TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Review of Veterans Day Activities.

Sherry Steenbock felt the WIXX radio show was very successful this year even though it appeared that attendance was down somewhat from previous years. As far as donations, Steenbock stated there were a lot of businesses that offered discounts on goods or services, but she thought it was a little bit harder to get donations of items to be given away at the radio show. To make things easier for next year's event, Steenbock suggested that members of this subcommittee start asking for donations now at businesses they frequent so they can have a good supply ready. Steenbock also thanked Jim Haskins for all his help at the event. She stated that having the ticket board divided by numbers was a great help and it was much easier to find the winners. In her opinion, this was the best radio show they have ever had. Steenbock met a 92 year old WWII vet at the event who really wanted to meet John Maino. She was able to facilitate this and Maino was very happy to spend some time with this man and interviewed him in on the radio.

With regard to collecting donations, Erickson felt that asking for gift certificates may be easier than asking for items since gift certificates can be stored away until next year's event. Haskins did not feel it was difficult to solicit the donations or gift certificates and he encouraged everyone to participate and start now to make next year's event a good one.

Haskins also shared a poem he had written entitled "*Veterans Day Off With Pay*". He stated that he had done some research on Senate Bill 50 which was first introduced in 2003 by Senator Hansen and Representative Van Roy. They met with Governor Doyle and in 2005 there was another Senate Bill introduced, Number 160, and the last bill was Senate Bill 109 in 2008 in which they had to change language to define what a veteran was. Haskins stated that unfortunately most manufacturing companies and government offices are against giving veterans this day off with pay.

Haskins continued that he had seen an article recently in a magazine regarding the NFL and that they will continue their long history of honoring veterans and active duty members of the military with their annual Salute to Service campaign. For every point scored during the NFL's 32 designated Salute to Service games, the league will donate \$100 to each of its three core military non-profit partners – Pat Tillman Foundation, USO and the Wounded Warrior Project. Haskins also reported that Humana pledged to hire 1,000 veterans and/or spouses between 2011 and 2014 in response to the President's challenge for US companies to hire 100,000 veterans or spouses.

Duane Pierce stated that he attended the Veterans Day event at the Yacht Club and the program was beautiful and included a lot of food. The attendance was up by about 20 percent this year and they are aiming for even more next year. Following the Yacht Club ceremony Pierce and Haskins went to the Pearly Gates and enjoyed a free veterans' lunch and Pierce also took part in a veterans' dinner at the Legion Post. He also attended the Patriotic Society event at the Arena. He also took advantage of free meals for veterans at Applebee's and Golden Coral.

6. Report from CVSO Jerry Polus.

Erickson stated that Polus was unable to attend the meeting. Erickson continued that he and Polus did a presentation at the Kroc Center recently regarding Veterans Court and the Veterans Clinic. Some things at the Clinic may start as early as April and they are expected to see their first patients in August. Erickson stated that the facility will have the ability to perform out-patient surgery and there will also be a number of psychiatric services available as well as a woman's clinic.

7. Report from Committee Members Present.

-Rosemary Desisles stated that she had received an e mail from Mike Egan regarding the Community Blueprint Team and this is now going to be considered a communications, coordination and referral effort and they are gathering and will continue to gather groups that will assist veterans. This will be a way for people who need help to receive it. Egan would like to attend the next subcommittee meeting to explain this effort further. He also provided Desisles with a few flyers regarding various programs coming up and copies of these documents are attached.

-Jim Haskins did not have anything to add other than what he reported earlier in the meeting.

-Duane Pierce stated that he had recently been informed of a program called "Horses for Heroes". There is currently one designated stable in each state, with Wisconsin's stable being located out on Highway 29. Each stable does things a little differently, but the premise is to provide veterans with a therapeutic, soothing, relaxing atmosphere for respite.

-John Walschinski wished to thank Steenbock and Haskins on behalf of VFW Post 7534 for all the work they did for the Veterans Day activities. He also provided an update on the veterans memorial which will be going up across the street from their Post. The memorial will be called the *Northeastern Wisconsin Veterans Memorial*. The design is complete and the next step will be raising funds and breaking ground. The primary portion of the memorial will be pentagon shaped and will be fully accessible. The pentagon will have five sections created by granite pillars that will be 20 feet tall and each pillar will be dedicated to one branch of service.

-Bernie Erickson stated that he had spoken with Jerry Polus and they felt that they should start working on getting a band for next year's Appreciation Day at the Fair. He felt that they could do things the same way as this year but they will work on this in future meetings. Erickson also stated that he had recently visited a Vietnam Veterans Museum in Hermansville, Michigan.

8. Such Other Matters as Authorized by Law.

Sherry Steenbock said she had been contacted by a local business owner who gave her some red, white and blue veterans ribbons. She suggested that they be distributed at the Veterans' Appreciation Day at the Fair.

9. Adjourn.

**A MOTION WAS MADE BY JIM HASKINS, SECONDED BY JOHN WALSCHINSKI TO
ADJOURN AT 5:45 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, December 18, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Jim Haskins, Duane Pierce, Sherry Steenbock, Jerry Polus, Rosemary Desisles, John Walschinski, Joe Witkowski, Carl Soderberg, Mike Egan

****Running Total of Veterans' Certificates: 1407**

1. Call Meeting to Order.

The meeting was called to order by Chairman Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY SHERRY STEENBOCK, SECONDED BY DUANE PIERCE TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of November 20, 2012.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY ROSEMARY DESISLES TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Mike Egan – President MOAA – Community Blueprint Project.

Mike Egan, President of the local MOAA Chapter, gave a presentation regarding the Community Blueprint Project. A copy of the Power Point is attached. A question and answer session followed the presentation.

6. Brown County Fair – 2013 Veterans' Appreciation Day Discussion.

CVSO Jerry Polus stated this was put on the agenda so the date for the 2013 Veterans' Appreciation Day at the Fair can be ascertained. He felt it may be appropriate to call Ron Van Dyck from the Fair to establish the date so that plans can be made and entertainment can be booked. This will be discussed further at the next meeting of this Subcommittee.

Chair Erickson felt that the tent event held in 2012 was very successful and the same format could be used again in 2013. Pierce also stated that he heard very positive comments about the format for the event and further indicated that the Desert Vets indicated they would like to be included in the tent next year. Pierce also stated that Rolling Thunder would like to do their table ceremony again.

7. Report from CVSO Jerry Polus.

Polus reported on Veterans' Court and stated the program is highly active and there are currently 10 participants with another six pending. He also stated that the Veterans' Court team will be attending a week long training session in Buffalo, New York next year funded by a grant. Polus stated that Buffalo is recognized as one of three major veterans' treatment courts in the US and Brown County has been selected as one of 30 groups who have a Court to participate in the training program. Polus reminded the Subcommittee that court is held on Friday afternoons at 3:00 p.m. before Judge Kelley.

8. Report from Committee Members Present.

-Bernie Erickson stated that on December 19 the County Board will vote on the sale of the property adjacent to the old Mental Health Center to a group that plans on building a 52 unit veterans complex. The details of this are nearly finalized and Erickson felt the sale should pass the County Board with no problems. Construction would take place in the spring and should take about a year to complete. This complex will be located across the street from the new Veterans' Clinic. The facility will be supervised and Erickson felt it was a good fit for the property and the community

Erickson also had pictures to share of the Veterans' Museum in Hermansville, Michigan that he referred to at the last meeting.

-Jim Haskins stated that with a lot of hard work and perseverance Channel 5 finally gave the Subcommittee some recognition by attending the last meeting. Channel 5 also interviewed Jim Haskins by the Veterans' Memorial near the Arena on November 11 about Veterans Day Off With Pay. Haskins also stated that he went to the Channel 5 studio recently and was interviewed about the veterans housing complex project that Erickson spoke of earlier.

Haskins also reported on the Veterans Day Off With Pay proposal and stated that he had spoken with Senator Dave Hansen recently and he then received a letter from Senator Hansen which Haskins read to the Subcommittee. Hansen's letter indicated that he planned to reintroduce the legislation when the session reconvenes in January and the letter went on to state that Hansen appreciated Haskins' work on this issue.

Finally, Haskins read an article to the Subcommittee on the Veterans in Piping program. Under this program unions help veterans train for high paying welding jobs.

-Duane Pierce wished the Subcommittee a Merry Christmas and Happy New Year. He also indicated that the New England Patriots is the first NFL team who has designated a POW chair in their stadium. He stated that several other teams have discussed doing this also.

-Sherry Steenbock indicated that there were no new certificates this month. She also asked Carl Soderberg, Field Representative from Reid Ribble's office, if he could do anything to help get the Veterans Day Off With Pay proposal passed, but Soderberg stated that although Ribble would be in favor of this, he would probably not want to "step on the turf" of Senator Hansen.

-John Walschinski also wished the group a Merry Christmas and Happy New Year.

9. Such Other Matters as Authorized by Law.

Bernie Erickson wished the Subcommittee a Merry Christmas and Happy New Year.

10. Adjourn.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ADJOURN AT 6:01 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio, Recording Secretary

February 20, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
AGING AND DISABILITY RESOURCE CENTER
OUTREACH & BENEFIT PROGRAM SPECIALIST

WHEREAS, the Aging and Disability Resource Center (ADRC) assists a growing population of customers especially during the challenging annual enrollment period for Medicare Part D; and

WHEREAS, to better serve this growing population, the ADRC has requested a .40 FTE Outreach & Benefit Program Specialist to oversee the recruitment of volunteers for the benefit specialist department, provide training and education to those volunteers and provide backup for the Benefit Specialist Department Volunteer Program; and

WHEREAS, the Human Resources Department in conjunction with the ADRC have evaluated the department workload and the needs of the customers they serve and recommend the addition of .40 FTE Outreach & Benefit Program Specialist position to the ADRC table of organization; and

WHEREAS, the ADRC participated in a Nursing Home Relocation program which generated additional Medicaid revenue to support the cost of this position; and

WHEREAS, should the funding be eliminated, the position will end and be eliminated from the ADRC table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of .40 FTE Outreach & Benefit Program Specialist to the Aging and Disability Resource Center table of organization.

BE IT FURTHER RESOLVED, should the funding be eliminated, the position will end and be eliminated from the Aging and Disability Resource Center table of organization.

2013 Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Outreach & Benefit Program Specialist	.40	Addition	\$18,068	\$1,450	\$19,518
2013 Budget Impact			\$18,068	\$1,450	\$19,518

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

FISCAL IMPACT: This does not require an appropriation from the General Fund. The cost of this position will be offset by additional Medicaid revenue received by ADRC.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAFFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.175.4900	Misc revenue (Drug Court)	\$1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.175.9003	Transfer out (Drug Court)	\$1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.010.9002	Transfer in (Vets Court)	\$1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.010.4309	Other grant revenue (Vets Court)	\$4,250
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.010.5340	Travel and training (Vets Court)	\$5,250

Narrative Justification:

2013

Allocation of a \$4,250 grant/scholarship from Justice for Vets and a transfer of \$1,000 from Drug Court settlement award funds to help defray travel costs associated with the Veterans Treatment Court Planning Initiative training for ten NEWVTC members to attend in May 2013.

AUTHORIZATIONS

Signature of Department Heads

Signature of Executive

Department: Veterans and Human Services

Date:

Date: 1/9/13

1/15/13

Note: This is a “Draft Only Version” of the project for review and approval.

Project may or may not be published.

Request for Proposals (RFP)

For

**Pharmacy Services for the Brown County
Community Treatment Center**

Project # 1422



Posting Date: February 21, 2013

Response Deadline

March 20, 2013

4:00 p.m. Local Time

To:

Brown County Purchasing Department

PROJECT # 1422

1. BACKGROUND

Brown County is seeking the following Pharmaceutical services for a contract term of three (3) years, with an optional (2) year extension, which may be exercised at the County's discretion. Brown County will reserve the right to cancel this agreement for its convenience at any time with 30 days advance written notice.

2. CONTRACT TERM

Initial term of contract will be for three (3) years with the option of one (2) year renewal.

3. TENTATIVE PROJECT TIMELINE

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Health & Human Service Committee	
Recommend for Approval	January 23, 2013
County Board Approval to Post RFP	February 20, 2013
RFP Posted	February 21, 2013
RFP Questions Due	March 7, 2013 by 4PM Local CST
RFP Questions Published & Published	March 11, 2013 by 4PM Local CST
RFP Responses Due from Vendors	March 20, 2013 by 4PM Local CST
Preliminary RFP Review to address potential budget issues	March 21, 2013
RFP Kick-Off Scoring Team Meeting Handout Proposals	Week of March 25, 2013
Interview/Reference Checks, if Required	Week April 1, 2013
Consensus Scoring	April 5, 2013
Send out Intent to Award/Thank you Letters	April 8, 2013
Contract Negotiation/obtain signatures	April 11 - 12, 2013
Complete Contract Signing	April 12, 2013
Service Commences	May 1, 2013

4. RFP QUESTIONS

All questions related to this RFP must be in writing and received by the Brown County Purchasing Department no later than 4:00 p.m. CST, March 7, 2013 via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Project #1422".
Mailed, phone call and faxed questions will not be accepted.

Answers to all written questions will be published in the form of an addendum will be posted on the Brown County website at:

<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>

and on the Demand Star Onvia website at:

http://onviacenter.com/content/demandstar_subscriptions

no later than by **March 11, 2013 by 4:00 p.m. CST**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4040.

5. RFP DUE DATE AND DELIVERY ADDRESS DETAILS

All proposals are due to Brown County Purchasing no later than **March 20, 2013 by 4 PM Local CST**. Proposals can be submitted in a sealed envelope marked "Project 1422" and mailed to one of the addresses below or emailed to bc_administration_purchasing@co.brown.wi.us.

Emailed proposals must indicate "Project 1422" in subject line. Two files are required to be attached in your email: one with the proposal excluding pricing details and another of Attachment C, RFP Cost Sheet.

Mailed proposals must indicate "Project 1422" in the Brown county address and be accompanied with a CD and 5 copies of their proposal. Mailed Proposals are to exclude any pricing details but included in a separate sealed envelope labeled 'pricing' with completed Attachment C enclosed. CDs should include 2 files, one with the proposal excluded with any pricing details and another of Attachment C, RFP Cost Sheet.

NOTE: Mailed Proposals will be stamped in by the specified due date/time per the atomic clock located in the Purchasing office. Proposals not stamped by the specified date and time will be rejected. Prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all quotes. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Emailed proposals are date stamped when the email is received.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
Project 1422
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
Project 1422
PO Box 23600
Green Bay, WI 54305-3600

6. PROPOSAL FORMAT

All quotations must be typewritten on standard 8 ½" x 11" paper (larger paper is permissible for charts, spreadsheets, etc.) separating each section.

Proposals should be prepared in a simple, cost effective format providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The use of elaborate materials and the inclusion of additional information that has no direct bearing on the project are not desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

7. RFP SUBMISSION REQUIREMENTS

Any deviation from these requirements may result in the proposal being considered non-responsive, thus eliminating the vendor from further consideration. The proposal shall be prepared with a straight forward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP including the following items outlined (a – e) below:

A. Firm's resume describing experience with pharmacy services.

B. RFP Response (See attachment A):

Acknowledge and detail each item a-x as listed in attachment A and include samples as required.

C. RFP Cost Sheet (See attachment D):

Provide attachment listing your rates with your proposal in a separate sealed envelope.

D. RFP References (See attachment E):

Provide attachment listing three to five references with your proposal.

E. RFP Designation of Confidential and Proprietary Information (See attachment F):

If any part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law, please designate on the attachment and provide with your proposal. *Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.*

F. RFP Addendum(s) (See attachment G):

If Addendums exist for this project, please sign and date the attachment and provide with your proposal.

8. FINANCIAL VERIFICATION

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (ie; Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

9. OTHER

All work shall conform to all applicable industry, federal, State and local laws, codes, ordinances, and standards.

The County prohibits communication initiated by the respondent to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

Interested vendors must inform Purchasing, prior to proposal submission deadline, if they have any pre-existing business relationship(s) with the County related to this project that may conflict with a potential contract award.

All vendors must indicate in their proposals if they intend to apply for any rebate incentives from Focus on Energy related to this project.

Rejection of Proposals: Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the

Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

This contract shall be subject to the laws of the state of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

By responding to this proposal, prospective vendors acknowledge and accept the attachments, including the insurance requirements and standard contract template.

Brown County reserves the right to select more than one firm or team through this RFP process.

10. ATTACHMENTS

- A. Defining Scope of Work
- B. Brown County Volume Report
- C. Proposal Scoring Sheet
- D. Proposal Cost Sheet
- E. Reference Data Sheet
- F. Designation of Confidential and Proprietary Information
- G. Addendum Sheet
- H. Insurance Requirements
- I. Standard Contract Template

Attachment A

(Potential vendors are expected to perform the following service in order to submit a proposal and to be awarded a contract.)

Defining Scope of Work

Brown County Project #1422

Brown County Community Treatment Center seeks to obtain Pharmaceutical services for inpatient, outpatient and long term care. Proposals shall address each of the following requirements described below by giving specific procedures and explanations to each requirement.

- a. Provide only approved drugs, biologicals and supplies in compliance with applicable local, state and federal laws and regulations for patients of the Brown County Community Treatment Center.
- b. Render all services in accordance with applicable requirements of local, state and federal laws and regulations, community standards of practice and the Pharmacy's Policies and Procedures manual. Service to include reviewing records for receipt and disposition of controlled drugs along with maintenance of records.
- c. Label all medications in accordance with local, state and federal laws, rules and regulations including the appropriate accessory and cautionary instructions as well as expiration date.
- d. Currently the facility operates under a unit dose system for 2 licenses (Hospital 124, Nursing Facility 132, and Outpatient Clinic), address the pharmacy needs of each license.
- e. Provide for both child proof packaging and non-child proof packaging.
- f. Provide electronic ordering and fulfillment notification compatible with our Netsmart Avatar Electronic Medical Record system. This EMR package requires an electronic communication system using the Health Level Seven (HL7) Interface standard Version 2.3.1; this system is specifically incompatible with HL7.

IMPORTANT: Any pharmacy or third-party electronic interface package that employs an HL7 standard HIGHER than Version 2.3.1 will need to specifically state how they will handle the analysis, modification, testing, and associated costs needed to provide a workable HL7 Interface .

KNOWN INCOMPATIBLE HL7 INTERFACE SOFTWARE PACKAGES

Softwriters FrameworksLTC

KNOWN COMPATIBLE HL7 INTERFACE PACKAGES

Mediware

RxConnect (Netsmart Product)

Keystone-Rescot

Cerner

Prodigy

QuadraMedMetaPharmacy

Lifecare

MicroMerchant

QS1 WinPharm

GE-Centricity

- g. Provide ability to bill some client's medications directly from the pharmacy (as opposed to all medication billing going directly to the Brown County Community Treatment Center.
- h. Maintain drug profiles on each patient and provide all requested information relating to drugs, biologicals and supplies furnished by the pharmacy.
- i. Provide drug information and consultation to the facilities licensed professional staff regarding drugs that are ordered, include prospective drug reviews, concurrent drug reviews and clinical compliance support services.
- j. Provide, maintain and replenish, in a prompt and timely manner, an emergency drug supply as approved by the facility. Close coordination with facility physicians will be required to develop this.
- k. Ensure that a Pharmacy representative is available to meet with facility personnel on both a scheduled and as needed basis.
- l. Address the equipment that would be provided by the Pharmacy and the cost of each item. This should include (but not be limited to) secure medication carts for our nursing home.
- m. Offer buy-back arrangements for existing drug supplies and equipment.
- n. Availability to conduct in-service education when requested by the facility.
- o. Explain contingency inventory and how it is handled.
- p. Pharmacist availability and cost to dispense and service at the facility.
- q. Explain procedures for issuing Psych medications for outpatient clients. Include blood drawing if required.
- r. Outline delivery procedures including how often, what times, order cut-off times, etc.
- s. Address discharge and pass-meds.
- t. Address Physician order sheets and medication administration records.
- u. Explain accountability procedures.
- v. Describe billing procedures and payment terms.
- w. Provide samples of data/billing summaries that you will provide.
- x. Meet all specifications/requirements listed within this RFP.

Attachment B

(This attachment is provided for your information only.)

Prescription Volume Report

Brown County Project #1422

Facility	New Prescriptions	Refill Prescriptions
Long Term Care	10-12 per day	520 per day utilized
Out Patient	20-30 per week	80 – 100 Scripts/week 197 people on County Med Program
Hospital	25 scripts per day	120 per day utilized

Attachment C

(This attachment is provided for your information only.)

Proposal Scoring

Brown County Project #1422

Responses to this RFP will be evaluated according to the following:

1. Proposal Evaluation Process

The following steps will be observed in the evaluation of vendor proposals:

- Brown County will establish a proposal evaluation committee;
- The proposal evaluation committee will review all proposals received and score the proposals in accordance with the predefined scoring methodology;
- Composite scores will be developed summarizing the individual scoring efforts of each proposal evaluation team member;
- Vendors will be ranked by composite score

2. Proposal scoring methodology

The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor proposals. Points will be awarded on the basis of the following factors:

Specifications	Points
1. Compatible HL7 Electronic Ordering and Tracking System	25
2. Delivery	20
3. Accountability Documentation	10
4. Other Applicable Information	10
5. References	5
6. Pricing	30
Total	100

3. Evaluation factors

The evaluation factors to be used in proposal scoring are described below:

1. **Compatible HLY Ordering and Tracking System:** Proposals will be evaluated on ordering procedures to include order tracking and process to address delivery concerns as specified in Attachment A, "Scope of Work", item F "Provide electronic ordering and fulfillment notification compatible with our Netsmart Avatar Electronic Medical Record system".

2. Delivery: Proposals will be evaluated on submitted delivery schedule, order cut-off times and ability to handle unique requirements.
3. Accountability Documentation: Proposals will be evaluated on procedures to address accountability of orders and billing.
4. Other Applicable Information: Proposals will be evaluated and scored on any other content of the RFP that is not identified in other scored areas.
5. References: Proposals will be evaluated on feedback received from references. Proposer is to provide 3 references using the provided attachment D.
6. Pricing: Proposals will be evaluated on pricing strategy and provided price schedules. Proposals are scored using a formula with the lowest price submitted that is **divided** by the price of each prospective vendor **times** the established point value **times** the weight factor percentage.

Attachment D

(Use of this form is required when submitting proposal. Use additional pages if necessary.)

Proposal Cost Sheet

Brown County Project #1422

Vendor information:

Company Name: _____

Contact Person: _____

Address: _____

Phone _____ Fax _____ E-mail _____

Do you accept MasterCard for Credit Card Payment? _____

Pricing Strategy Overview:

Rates for Brand Names Drugs \$ _____

Rates for Generic Drugs \$ _____

Non-covered OTC Drugs \$ _____

Consultant Pharmacist Fees \$ _____

Itemized Description for other applicable Fees & Costs

Itemized Description	Unit of measure	Fees/Costs
		\$
		\$
		\$
		\$
		\$
		\$

**Pricing to be inclusive of any other expenses, including shipping.*

Attachment E

(Use of this form is required; please fill out and return with submitted proposal)

Reference Data Sheet

Brown County Project #1422

Provide a list of at least three and not greater than five clients' that you are currently providing similar services of similar scope with at least one in the public sector.

You must verify that contact person listed is accurate and still employed with the company.

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Attachment F

(Use of this form is required when submitting proposal)

Designation of Confidential and Proprietary Information

Brown County Project # 1422

The attached material submitted in response to project #1422 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

* We request the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Date: _____ Company Name: _____

Auth. Representative: _____ Auth. Representative: _____
Type or Print Signature

Attachment G

(If Addendums exist for this project, please sign and date and send with your proposal)

Addendum Acknowledgement

Receipt Schedule

Brown County Project #1422

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____ Initials _____

Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

Addendum #4 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature _____

Date _____

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract. There is no need to sign or mail it back.)

Brown County Project #1422

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, it's right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

- | | | | | | |
|---------------------|--|---------------------|---|--|-----------------------|
| (1) | <p>Worker's Compensation Insurance and Employers Liability.
 State Statutory workers' compensation Limits
 Employer Liability, \$100,000 each accident.</p> | | | | |
| (2) | <p>Comprehensive General Liability (Occurrence Form).</p> <ul style="list-style-type: none"> • Products and Completed Operations • Personal Injury and Advertising Liability • Independent Contractors/Protective <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> <tr> <td></td> <td>\$1,000,000 aggregate</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence | | \$1,000,000 aggregate |
| Limits of Insurance | \$1,000,000 per occurrence | | | | |
| | \$1,000,000 aggregate | | | | |
| (3) | <p>Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence for bodily injury and property damage.</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | |
| Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | | | |
| (4) | <p>Excess/Umbrella Liability.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limit of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> </table> | Limit of Insurance | \$1,000,000 per occurrence | | |
| Limit of Insurance | \$1,000,000 per occurrence | | | | |

The Outside Contractor agrees that all liability coverage policies other than professional liability shall name Brown County as additional insured's with respects to: liability arising out of activities performed by or on

behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days' notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the **contract name or RFP number** in the description section of the certificate and listing **Brown County** as the additional insured.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.
Brown County, Department of Administration, P.O. Box 23600, 305 E. Walnut Street, Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days' notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Brian Shoup, Executive Director

- AGENDA -

Meeting of the Human Services Committee

Wednesday, January 23, 2013

Location: Room 200-Northern Building

Time: 6:00pm

1. Executive Director's Report.
2. Financial Report for Community Treatment Center and Community Programs.
3. Statistical Reports.
 - a) Monthly Inpatient Data – Community Treatment Center.
 - b) Monthly Inpatient Data – Bellin Psychiatric Center
 - c) Child Protection – Child Abuse/Neglect Report.
 - d) Monthly Contract Update.
4. Approval for New Non-Continuous Vendor.





Community Programs

Through 11/30/12
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	201 - CP	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD
REVENUE											
Property taxes		17,388,105.00		.00	17,388,105.00	1,449,008.75	.00	15,939,096.25	1,449,008.75	92	17,108,741.87
Intergovernmental		62,616,645.00		9,000.00	62,625,645.00	5,251,507.64	.00	52,962,491.85	6,663,153.15	89	49,319,474.65
Charges for sales and services		1,894,791.00		.00	1,894,791.00	272,346.89	.00	1,890,653.48	4,137.52	100	1,832,914.68
Intergovernmental charges for services		8,413,303.00		.00	8,413,303.00	703,570.21	.00	7,617,542.72	795,760.28	91	5,757,586.62
Miscellaneous revenue		16,000.00		.00	16,000.00	1,472.50	.00	36,950.11	(20,950.11)	231	19,403.61
Rent		36,000.00		.00	36,000.00	3,000.00	.00	36,000.00	.00	100	36,000.00
Contributions		.00		.00	.00	3,760.21	.00	21,900.23	(21,900.23)	+++	(3,958.12)
Charges to county departments		.00		.00	.00	.00	.00	.00	.00	+++	.00
Transfer in		29,840.00		9,606.00	39,446.00	2,486.66	.00	36,959.34	2,486.66	94	45,026.00
REVENUE TOTALS		\$90,394,684.00		\$18,606.00	\$90,413,290.00	\$7,687,152.86	\$0.00	\$81,541,593.98	\$8,871,696.02	90%	\$74,115,189.31
EXPENSE											
Personnel services		13,938,272.00		(7,670.00)	13,930,602.00	1,039,184.86	.00	11,888,764.33	2,041,837.67	85	11,624,684.78
Fringe benefits and taxes		5,979,544.00		(7,320.00)	5,972,224.00	306,784.29	.00	5,012,765.06	959,458.94	84	5,846,938.36
Employee costs		32,698.00		.00	32,698.00	1,156.90	.00	6,697.64	26,000.36	20	12,774.48
Operations and maintenance		1,415,226.00		.00	1,415,226.00	104,734.02	1,347.98	1,177,376.33	236,501.69	83	1,183,599.08
Insurance costs		2,000.00		.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
Utilities		32,920.00		.00	32,920.00	2,434.79	.00	15,058.50	17,861.50	46	22,918.67
Chargebacks		2,242,418.00		.00	2,242,418.00	183,139.71	.00	2,014,442.53	227,975.47	90	1,934,423.04
Purchased services		65,680,852.00		(9,907.00)	65,670,945.00	5,945,618.98	.00	57,161,090.95	8,509,854.05	87	54,183,091.67
Contracted services		745,700.00		.00	745,700.00	45,389.63	.00	476,118.61	269,581.39	64	385,823.88
Medical expenses		400.00		.00	400.00	.00	.00	.00	400.00	0	.00
Judiciary Costs		125,101.00		.00	125,101.00	10,425.00	.00	115,387.50	9,713.50	92	91,023.52
Other		.00		.00	.00	.00	.00	.00	.00	+++	.00
Outlay		23,000.00		18,907.00	41,907.00	.00	.00	41,743.00	164.00	100	.00
Transfer out		397,711.00		24,596.00	422,307.00	11,889.83	.00	166,275.62	256,031.38	39	172,042.68
EXPENSE TOTALS		\$90,615,842.00		\$18,606.00	\$90,634,448.00	\$7,650,758.01	\$1,347.98	\$78,077,720.07	\$12,555,379.95	86%	\$75,459,320.16

Fund	201 - CP Totals										
	REVENUE TOTALS	90,394,684.00	18,606.00	90,413,290.00	7,687,152.86	.00		81,541,593.98	8,871,696.02	90	74,115,189.31
	EXPENSE TOTALS	90,615,842.00	18,606.00	90,634,448.00	7,650,758.01	1,347.98		78,077,720.07	12,555,379.95	86	75,459,320.16
	Fund 201 - CP Totals	(\$221,158.00)	\$0.00	(\$221,158.00)	\$36,394.85	(\$1,347.98)		\$3,463,873.91	(\$3,683,683.93)		(\$1,344,130.85)

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CTC operating results

Through 11/30/12
Prior Fiscal Year Activity Included
Summary Listing

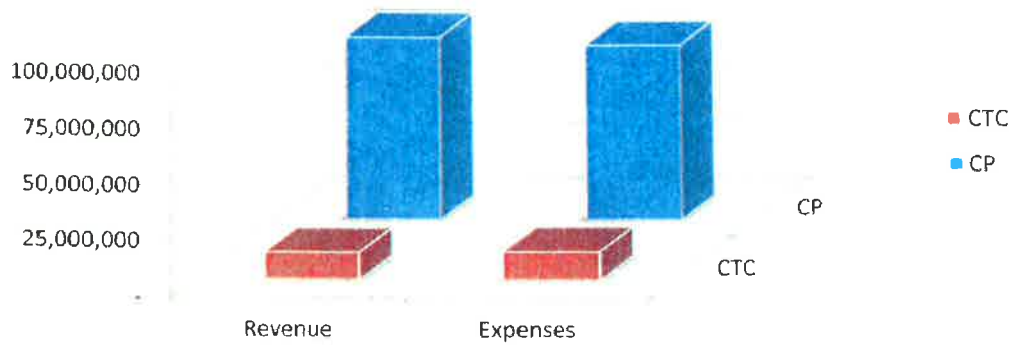
Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 630 - CTC									
REVENUE									
Property taxes	2,936,997.00	.00	2,936,997.00	244,749.75	.00	2,692,247.25	244,749.75	92	2,908,896.87
Intergovernmental	528,000.00	.00	528,000.00	52,997.00	.00	582,967.00	(54,967.00)	110	539,175.00
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges for sales and services	6,916,127.00	.00	6,916,127.00	401,181.84	.00	4,923,242.75	1,992,884.25	71	6,894,328.70
Intergovernmental charges for services	3,158,092.00	.00	3,158,092.00	190,948.65	.00	3,480,033.84	(321,941.84)	110	2,469,128.59
Miscellaneous revenue	2,500.00	.00	2,500.00	1,597.08	.00	8,612.17	(6,112.17)	344	5,296.13
Rent	159,260.00	.00	159,260.00	12,916.66	.00	147,413.34	11,846.66	93	131,695.00
Contributions	.00	750.00	750.00	330.00	.00	1,630.00	(880.00)	217	858.23
Charges to county departments	377,271.00	.00	377,271.00	29,504.63	.00	323,732.81	53,538.19	86	333,171.46
Capital contributions	.00	.00	.00	.00	.00	49,805.00	(49,805.00)	+++	.00
Transfer in	.00	17,772.00	17,772.00	.00	.00	17,772.00	.00	100	(7,870.00)
REVENUE TOTALS	\$14,078,247.00	\$18,522.00	\$14,096,769.00	\$934,225.61	\$0.00	\$12,227,456.16	\$1,869,312.84	87%	\$13,234,679.98
EXPENSE									
Cost of sales	2,500.00	5,000.00	7,500.00	682.30	.00	4,884.82	2,615.18	65	3,752.37
Personnel services	7,257,881.00	(313,228.00)	6,944,653.00	545,196.60	.00	6,346,846.27	597,806.73	91	7,019,486.97
Fringe benefits and taxes	2,776,692.00	.00	2,776,692.00	185,710.36	.00	2,260,568.45	516,123.55	81	2,936,798.84
Employee costs	6,100.00	.00	6,100.00	.00	.00	1,882.14	4,217.86	31	5,338.98
Operations and maintenance	625,326.00	(1,750.00)	623,576.00	29,680.34	.00	430,546.87	193,029.13	69	501,234.06
Insurance costs	162,919.00	.00	162,919.00	13,240.00	.00	146,195.88	16,723.12	90	147,599.63
Utilities	10,000.00	.00	10,000.00	1,140.80	.00	8,138.93	1,861.07	81	7,770.39
Chargebacks	2,307,758.00	.00	2,307,758.00	181,979.78	.00	1,985,066.80	322,691.20	86	1,694,869.21
Contracted services	450,750.00	331,000.00	781,750.00	48,160.48	.00	714,130.94	67,619.06	91	576,148.20
Medical expenses	406,500.00	(2,560.00)	403,940.00	12,130.53	.00	269,359.05	134,580.95	67	324,845.01
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt retirement	320.00	60.00	380.00	21.43	.00	352.69	27.31	93	404.75
Depreciation	514,440.00	.00	514,440.00	52,779.04	.00	564,606.59	(50,166.59)	110	471,079.87
Outlay	.00	.00	.00	.00	.00	(693.75)	693.75	+++	.00
Transfer out	71,501.00	.00	71,501.00	5,049.75	.00	63,314.89	8,186.11	89	65,795.22
EXPENSE TOTALS	\$14,592,687.00	\$18,522.00	\$14,611,209.00	\$1,075,771.41	\$0.00	\$12,795,200.57	\$1,816,008.43	88%	\$13,755,123.50
Fund 630 - CTC Totals									
REVENUE TOTALS	14,078,247.00	18,522.00	14,096,769.00	934,225.61	.00	12,227,456.16	1,869,312.84	87	13,234,679.98
EXPENSE TOTALS	14,592,687.00	18,522.00	14,611,209.00	1,075,771.41	.00	12,795,200.57	1,816,008.43	88	13,755,123.50
Fund 630 - CTC Totals	(\$514,440.00)	\$0.00	(\$514,440.00)	(\$141,545.80)	\$0.00	(\$567,744.41)	\$53,304.41		(\$520,443.52)

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Human Services Financial Report - November 2012

	CTC	CP
Revenue	12,227,456	81,541,594
Expenses	12,795,201	78,077,720
Diff	(567,744)	3,463,874

Human Services Revenue & Expenses



BROWN COUNTY COMMUNITY TREATMENT CENTER

DECEMBER STATISTICS 2012

		Year to Date 2012	Year to Date 2011
ADMISSIONS			
Voluntary - Mental Illness	2	79	62
Voluntary - Alcohol	3	30	61
Voluntary - AODA/Drug	1	6	10
Police Protective Custody - Alcohol	31	336	486
Commitment - Alcohol	0	2	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	1	0
Emergency Commitment- Alcohol	0	0	3
Emergency Detention - Drug	0	64	0
Emergency Detention - Mental Illness	72	812	1006
Court Order Prelim. - Mental Illness	0	6	3
Court Order Prelim. - Alcohol	0	7	13
Court Order for Final Hearing	1	4	3
Commitment - Mental Illness	0	0	0
Return from Conditional Release	12	148	145
Court Order Prelim. - Drug	1	3	0
Other	0	0	8
TOTAL	123	1498	1800

		Year to Date 2012	Year to Date 2011
AVERAGE DAILY CENSUS			
Nicolet Psychiatric Center	December	12.84	16.42
TOTAL		12.84	16.42

INPATIENT SERVICE DAYS			
Nicolet Psychiatric Center	398	6009	7421
TOTAL	398	6009	7421

BED OCCUPANCY			
Nicolet Psychiatric Center (37 Beds)	34.70%	44.37%	55%
TOTAL (37 Beds)	34.70%	44.37%	55%

DISCHARGES			
Nicolet Psychiatric Center	124	1372	1786
TOTAL	124	1372	1786

ADMISSIONS			
Nicolet Psychiatric Center	123	1498	1800
TOTAL	123	1498	1800

DISCHARGE DAYS			
Nicolet Psychiatric Center	418	6104	7534
TOTAL	418	6104	7534

ADMISSIONS BY COUNTY			
Brown	85	952	1233
Door	4	46	45
Kewaunee	3	44	51
Oconto	7	75	106
Marinette	3	64	51
Shawano	2	47	56
Waupaca	1	11	10
Menominee	1	15	27
Outagamie	1	43	42
Manitowoc	11	154	141
Winnebago	1	4	1
Other	4	43	37
TOTAL	123	1498	1800

AVERAGE LENGTH OF STAY			
Nicolet Psychiatric Center	3	4	4
TOTAL	3	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	3	4	4
Door	8	5	5
Kewaunee	5	5	4
Oconto	3	6	4
Marinette	5	5	4
Shawano	5	3	4
Waupaca	2	5	3
Menominee	3	3	4
Outagamie	5	2	6
Manitowoc	4	5	6
Winnebago	0	1	0
Other	1.2	3	3
TOTAL	3	4	4

NEW ADMISSIONS			
Nicolet Psychiatric Center	47	612	697
TOTAL	47	612	697

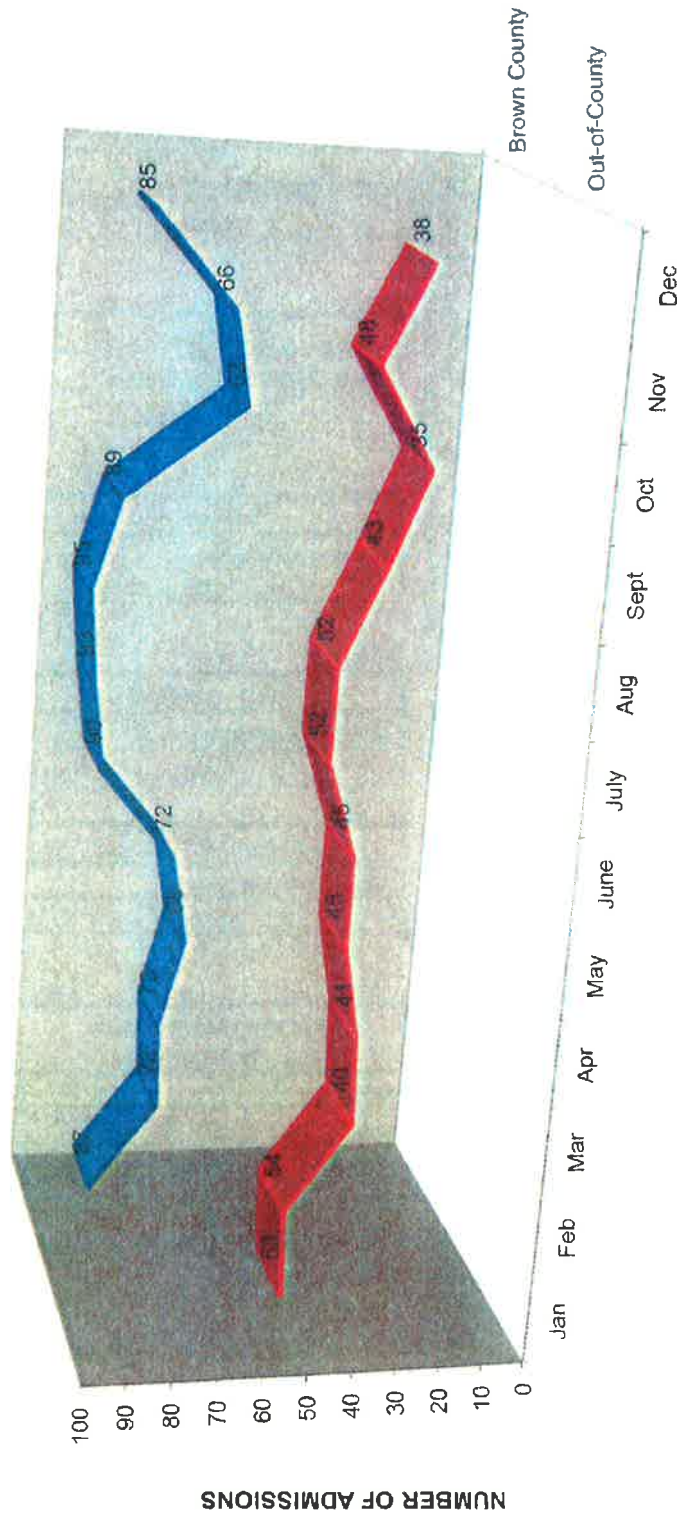
READMIT WITHIN 30 DAYS			
Nicolet Psychiatric Center	24	253	321
TOTAL	24	253	321

In/Outs

Current	YTD	2011
9	114	190

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BROWN CO. VS. OUT-OF-COUNTY ADMISSIONS- DECEMBER, 2012 NICOLET PSYCHIATRIC CENTER



DECEMBER

■ Out-of-County ■ Brown County

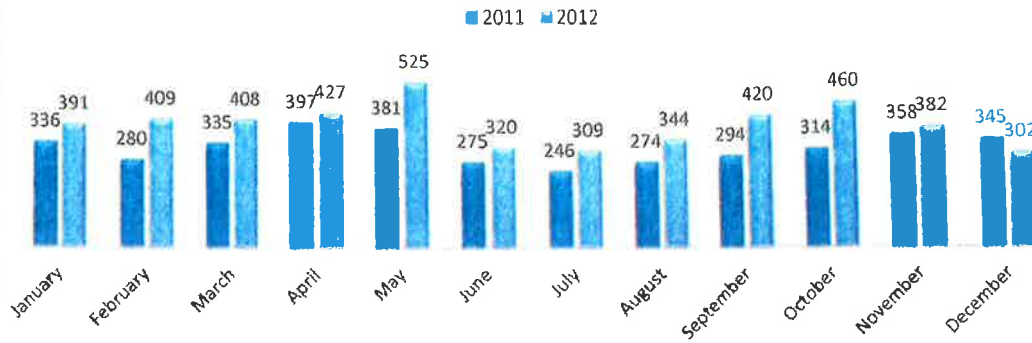
**BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: December 2012**

Voluntary Admissions	11	
Involuntary Admissions	8	
Voluntary Inpatient Days	38	
Involuntary Inpatient Days	30	
Voluntary Avg Length of Stay	3.45	
Involuntary Avg Length of Stay	3.75	

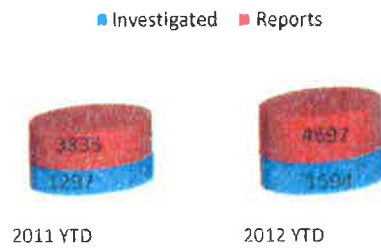
The above data pertains to Brown County only

Per addendum to the memorandum of understanding. Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions, nor were any admissions refused in the month of October

Reports of Child Abuse/Neglect by Month



Child Abuse/Neglect Reports vs. Investigations



Agency	Contract Sent	Contract Returned	Original Contract Amount
ADAMS AFH	11/26/12	12/6/12	\$98,929
ADULT CARE LIVING OF NE WI	12/6/12	1/2/13	\$227,902
ADRC	12/12/12		\$60,466
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/13/12	1/3/13	\$10,000
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/3/12	1/10/13	\$17,654
ANDERSON RECEIVING HOME	12/3/12	12/6/12	\$28,281
ANGELS ON ARCADIAN	12/6/12	12/13/12	\$1,211,198
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/6/12		\$266,069
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/3/12		\$150,518
APPLIED BEHAVIOR ANALYSTS LLC	1/2/13		\$300,000
ARNOLD RECEIVING HOME	12/3/12	12/19/12	\$50,059
ARTS AFH	11/26/12	12/21/12	\$29,244
ASPIRO INC	12/12/12	12/17/12	\$3,701,781
BELLIN PSYCHIATRIC CENTER	12/13/12		\$10,000
BERGER AFH	11/26/12		\$56,991
BETHESDA	12/14/12	1/2/13	\$18,818
BIRCH CREEK	12/12/12	1/7/13	\$439,934
BISHOPS COURT	12/12/12	12/17/12	\$489,742
BOLL ADULT CARE CONCEPTS	12/14/12	1/7/13	\$684,518
BOURASSA AFH	11/26/12	12/6/12	\$18,698
BORNEMANN NURSING HOME	12/6/12	12/21/12	\$106,272
BROTOLOC HEALTH CARE SYSTEMS	12/14/12	1/10/13	\$820,210
BRUNETTE AFH	11/26/12	12/12/12	\$55,212
BRUSS SUPPORTIVE COMMUNITY LIVING	1/2/13	1/14/13	\$270,686
BUSSE AFH	11/26/12	12/13/12	\$66,444
CAPELLE AFH	11/26/12	12/6/12	\$56,532
CARE FOR ALL AGES	12/6/12	12/17/12	\$85,846
CARRINGTON MANOR ASSISTED LIVING	1/2/13	1/7/13	\$14,861
CATHOLIC CHARITIES	12/12/12	1/10/13	\$171,606
CENTERPIECE LLC	12/13/12	1/2/13	\$10,000
CENTURY RIDGE OF GREEN BAY, INC.	12/6/12	12/17/12	\$329,054
CEREBRAL PALSY INC.			
CHILDRENS SERVICE SOCIETY	12/3/12	1/7/13	\$54,444
CHRISTENSEN AFH	11/26/12	12/3/12	\$72,036
CLARITY CARE INC	12/19/12		\$2,183,611
CLEARVIEW BRAIN INJURY CENTER	1/9/13		\$75,000
COMFORT KEEPERS INC	12/13/12	1/10/13	\$684,869
COMPASS DEVELOPMENT			
CONLEY AFH	11/26/12	1/7/13	\$35,757
CROSSING THE BRIDGES	12/13/12	1/10/13	\$10,000
CURO CARE LLC	12/19/12	1/2/13	\$333,871
DARNELL RECEIVING HOME	12/3/12	1/9/13	\$28,281
DEATHERAGE-VELEKE AFH	11/26/12	1/7/13	\$14,642
DEBAERE AFH	11/26/12	12/10/12	\$68,100
DEER PATH ESTATES, INC.	1/7/13		\$128,407
DORN AFH	11/26/12		\$40,642
DUNGARVIN WISCONSIN LLC	12/12/12	1/9/13	\$686,930
DYNAMIC FAMILY SOLUTIONS	12/13/12		\$48,060
EAST SHORE INDUSTRIES	12/14/12	1/7/13	\$58,824
ELSNER AFH	11/26/12	12/6/12	\$13,460
ENCOMPASS CHILD CARE	12/13/12	1/9/13	\$124,250
ENGBERG AFH	11/26/12	12/3/12	\$39,216

Agency	Contract Sent	Contract Returned	Original Contract Amount
ETHAN HOUSE	12/3/12	12/10/12	\$142,462
FAMILY SERVICE OF NORTHEAST WI, INC.			
FAMILY TRAINING PROGRAM	12/13/12	12/19/12	\$252,084
FENLON AFH	11/26/12	11/29/12	\$42,657
G & I OCHS INC.	1/2/13	1/7/13	\$1,906,847
GAUGER AFH	11/26/12	12/6/12	\$32,148
GJT LLC	12/14/12	12/19/12	\$30,000
GOLDEN HOUSE	12/13/12	1/9/13	\$63,086
GOLTZ J. AFH	11/26/12	1/2/13	\$23,472
GONZALEZ AFH	11/26/12		\$76,966
GOODWILL INDUSTRIES	1/7/13		\$98,825
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/2/13	1/9/13	\$75,000
GRACYALNY, SUE	12/12/12	1/9/13	\$70,000
GREEN BAY TRANSIT COMMISSION	12/13/12		\$217,406
GREEN VALLEY ENTERPRISES INC	12/14/12	1/10/13	\$50,000
GRONSETH AFH	11/26/12	12/6/12	\$43,848
HARMONY LIVING CENTERS LLC	12/12/12		\$107,042
HEAD AFH	12/3/12	12/6/12	\$77,582
HELPING HANDS CAREGIVERS	1/2/13		\$341,088
HIETPAS AFH	11/26/12	12/3/12	\$24,104
HOEFT AFH	11/26/12	12/10/12	\$38,582
HOME INSTEAD SENIOR CARE	1/9/13		\$322,226
HOMES FOR INDEPENDENT LIVING	12/19/12		\$5,175,173
IMPROVED LIVING SERVICES	12/19/12	1/2/13	\$746,970
INFINITY CARE INC	12/12/12	12/19/12	\$383,290
INNOVATIVE COUNSELING(AUTISM)	12/12/12		\$50,000
INNOVATIVE SERVICES	1/2/13		\$13,847,375
INTERIM HEALTHCARE STAFFING	12/12/12		\$26,014
J & DEE INC.	12/19/12	1/3/13	\$1,488,473
KAKUK AFH	11/26/12	1/7/13	\$62,753
KALISHEK AFH	11/26/12	1/2/13	\$48,692
KCC FISCAL AGENT SERVICES	12/13/12	1/3/13	\$4,211,227
KCC SERVICES INC	12/13/12	1/3/13	\$5,000
KINDRED HEARTS	12/12/12	1/2/13	\$535,378
KLAPPER AFH	11/26/12	12/13/12	\$23,760
KLARKOWSKI AFH	12/6/12		\$22,044
KLECZKA-VOGEL AFH	11/26/12	12/3/12	\$77,376
KLEIN, DR. (AUTISM)	12/12/12	12/17/12	\$275,000
KUNZ AFH	11/29/12	12/3/12	\$66,124
KUSKE AFH	11/26/12	12/6/12	\$25,692
LAMERS BUS LINES, INC.	12/13/12	1/2/13	\$740,681
LANCASTER GARDENS	12/12/12	1/7/13	\$100,000
LAURENT AFH	11/29/12	12/6/12	\$49,464
LEVY AFH	11/26/12	11/29/12	\$18,096
LISKA, JOANN	12/13/12	1/7/13	\$16,000
LUTHERAN SOCIAL SERVICES	12/19/12		\$866,849
LUTHERAN SOCIAL SERVICES-HOMME	12/3/12		\$91,330
LYONS, KATHLEEN			\$136,068
MACHT VILLAGE PROGRAMS INC	12/12/12	1/2/13	\$80,000
MALINSKI AFH	12/3/12	12/6/12	\$36,898
MALONE AFH	12/3/12	12/6/12	\$25,656
MARATHON YOUTH SERVICES	12/6/12		\$64,085

Agency	Contract Sent	Contract Returned	Original Contract Amount
MARLA VIST MANOR ASSISTED LIVING	12/12/12	1/7/13	\$118,997
MARTIN AFH	11/26/12	11/29/12	\$18,621
MATTHEWS SENIOR LIVING			
MCCORMICK MEMORIAL HOME	12/12/12	1/3/13	\$96,490
MELOHN AFH	11/26/12	12/3/12	\$38,592
MILQUETTE AFH	11/26/12	12/3/12	\$21,528
MOMMAERTS RECEIVING HOME	12/3/12	12/13/12	\$28,281
MYSTIC ACRES LLC	12/19/12	1/7/13	\$146,501
MYSTIC CREEK LLC	12/19/12	1/7/13	\$103,728
MYSTIC MEADOWS LLC	12/19/12	1/7/13	\$143,839
NEMETZ AFH	11/26/12	12/3/12	\$53,456
NEW COMMUNITY SHELTER INC	12/13/12	1/9/13	\$40,000
NEW CURATIVE REHABILITATION	12/19/12	1/9/13	\$1,209,461
NEW VISIONS TREATMENT HOMES OF WI, INC	12/3/12	1/10/13	\$39,163
NEW VIEW INDUSTRIES	1/7/13		\$69,624
NORTHWEST PASSAGE	12/6/12		\$83,976
OPTIONS LAB INC	12/13/12	1/7/13	\$5,000
OPTIONS TREATMENT	12/19/12	1/2/13	\$367,183
ORLICH AFH	12/19/12	1/7/13	\$94,966
OSTAPYUK AFH	11/29/12	12/7/12	\$45,072
PANTZLAFF AFH	11/29/12	1/7/13	\$71,928
PARAGON INDUSTRIES	12/19/12		\$813,804
PARENT TEAM	12/13/12	1/7/13	\$78,240
PARENTEAU AFH	11/26/12	12/3/12	\$41,964
PARMENTIER AFH	11/26/12	12/19/12	\$80,900
PATIENT PINES	12/12/12	12/21/12	\$60,000
PNUMA HEALTH CARE	1/2/13	1/7/13	\$294,394
PRODUCTIVE LIVING SYSTEMS	12/19/12		\$783,427
RAVENWOOD BEHAVIORAL HEALTH			
REBEKAH HAVEN	1/2/13	1/10/13	\$89,323
REHAB RESOURCES	12/12/12	1/2/13	\$89,040
REM-WISCONSIN II, INC.	12/19/12		\$1,732,848
RESCARE WISCONSIN INC	12/12/12		\$20,539
ST. VINCENT HOSPITAL	12/19/12	1/10/13	\$172,342
SALDANA AFH	11/26/12	1/7/13	\$17,617
SCHAUMBERG, LAURIE			
SCHULTZ AFH	11/26/12		\$104,220
SELTZER AFH	11/26/12	1/2/13	\$23,076
SKORCZEWSKI AFH	11/26/12	12/2/12	\$18,660
SLAGHT AFH	11/26/12	12/17/12	\$46,676
SMET AFH	11/26/12		\$52,481
SOUTHERN HOME CARE SERVICES	12/12/12		\$57,365
STARR/DINGER AFH	11/28/12	12/10/12	\$43,812
STEVENS AFH	11/26/12	12/3/12	\$18,621
TALBOT AFH	11/26/12	12/3/12	\$23,778
TANZI AFH	11/29/12	12/10/12	\$84,442
TIPLER AFH	11/29/12	12/3/12	\$61,080
TREMPEALEAU CO HEALTH CARE	1/7/13		\$758,935
VALLEY PACKAGING INC.			
VERBONCOUER AFH	11/26/12	1/2/13	\$69,934
VILLA HOPE			
WARREN, JOHN MD	1/9/13		\$113,000

2013 Contract Status Log

1/14/2013 8:18 AM

Agency	Contract Sent	Contract Returned	Original Contract Amount
WAUSAUKEE ENTERPRISES	12/12/12	1/7/13	\$26,489
WEBER RECEIVING HOME	12/3/12	12/10/12	\$28,281
WEYENBERG AFH	11/26/12	12/6/12	\$21,036
WILLOWCREEK AFH			
WILLOWGLEN ACADEMY	12/6/12	1/2/13	\$9,528
WISCONSIN EARLY AUTISM PROJECT	12/12/12	12/21/12	\$500,000
YU AFH	11/26/12	1/3/13	\$16,786
ZAMBON AFH	11/26/12	12/3/12	\$20,592
ZIELKE, JON AFH	11/26/12	1/10/13	\$32,802
ZIESMER AFH	11/26/12	12/3/12	\$77,580
TOTAL			\$57,168,836
2013 Contracts Sent: 156			
2013 Contracts Returned: 120			

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: January 14, 2013

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Travelodge of Green Bay	Services	1-8-13	